

A G E N D A
RIO DELL CITY COUNCIL
SPECIAL MEETING – 6:00 P.M.
TUESDAY, MAY 29, 2012
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A.. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

- 1) 2012/0529.01 - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a) Name of Case:
Steven and Sharon Wolff v. City of Rio Dell, Humboldt County
Superior Court Case No. CV120162

E. PUBLIC COMMENT REGARDING CLOSED SESSION

F. RECESS INTO CLOSED SESSION

G. RECONVENE INTO OPEN SESSION

H. ORAL ANNOUNCEMENTS

I. SPECIAL MEETING MATTERS

Members of the Public are encouraged to attend and shall have an opportunity to directly address the City Council concerning any item described in this special meeting agenda before or during consideration of that item.

- | | |
|---|------------|
| 1) 2012/0529.02 - Approve Purchase of Portable Mainline Camera Inspection System
(ACTION) | 1 |
| 2) 2012/0529.03 - Employee Handbook (RECEIVE & FILE) | 3 |
| 3) 2012/0529.04 - Employment Agreements and MOU's (RECEIVE & FILE) | 50 |
| 4) 2012/0529.05 - Draft Operating Budget for Fiscal Year 2012-2013 (RECEIVE & FILE) | 114 |

J. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds of the Council that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 5 minutes.

K. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Finance Director
3. Chief of Police
4. Community Development Director

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

***The next Regular meeting will be on June 5, 2012
At 6:30 P.M. in City Hall Council Chambers***

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



To: Mayor and Rio Dell City Council
Through: Ron Henrickson, City Manager
From: Rick Chicora, Wastewater Superintendent
Date: May 25, 2012
Subject: Camera Inspection System

Recommendation

It is recommended that the City Manager authorize the purchase of the Cues K2 Portable Mainline Camera Inspection System.

Budgetary Impact

The costs for this project will be taken out of Wastewater Reserves.

Discussion

As you are aware, the City's Sewer Collection System is in dire need of repair. The City currently has a pipe patch repair kit, but we need a camera system to help locate problem areas to be repaired with that kit. The City requested proposals from different manufacturers and we received three bids. The low bidder ended up being Weco Industries which sells the Cues K2-Dolly Portable Mainline System. They met all the City's requirements in their proposal, which includes a software program that will help map the entire system and keep track of repairs. It will also work with the City's existing GIS system. Their bid price was \$53,196.00

I also discussed this system with several other communities that use their system and they all have given me glowing reviews.

Attachments:

1. Weco-Cues Proposal



Quote No. 42512

630 Eubanks Court Suite K
Vacaville, CA 95688

(800) 677-6661 Fax: (707) 446-7933

QUOTATION

Customer
Contact CITY MANAGER
Company CITY OF RIO DELL
Address 675 HILLTOP AVE

City RIO DELL State CA Zip 95562
Cell Fax

Date 4/25/2012
Expiration 7/25/2012
Salesman LEIGHTON WHITE
Terms N-30
Delivery DESTINATION
FOB DESTINATION

Item	Qty	U/M	Part No.	Description	Unit Price	TOTAL
				WECO INDUSTRIES IS PLEASE TO QUOTE IN RESPONSE TO YOUR RFP DUE 4-25-12 BY 4:00 pm		
1	1	EA		PORTABLE MAINLINE SYSTEM K2-DOLLY AS PER ATTACHED SPECIFICATION	\$49,600.00	
				SUB-TOTAL	\$49,600.00	
				CA STATE SALES TAX @ 7.25%	\$3,596.00	
				FREIGHT	\$0.00	
				GRAND TOTAL DELIVERED	\$53,196.00	
				COMPONENT BREAKDOWN PRICING FOR THIS RFP ONLY		
1	1	EA		CAMERA, SONDE, SPARE PARTS	\$11,236.00	
2	1	EA		TRANSPORTER, LIFT, TIRES	\$11,462.50	
3	1	EA		PCU, CONTROLLERS	\$8,183.00	
4	1	EA		REEL WITH CABLE	\$7,676.83	
5	1	EA		LAPTOP WITH SOFTWARE	\$9,496.75	
6	1	EA		MANHOLE ACCESSORIES	\$500.41	
7	1	EA		TRAINING ON SITE 3 DAYS	\$1,044.51	
				SUB-TOTAL	\$49,600.00	
				CA STATE SALES TAX @ 7.25%	\$3,596.00	
				FREIGHT	\$0.00	
				GRAND TOTAL DELIVERED	\$53,196.00	

Weco

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Visit our web site- <http://www.wecoind.com>

Subtotal	
Shipping & Handling	
Taxes	
Other	
TOTAL	

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



TO: Honorable Rio Dell City Council

FROM: Ron Henrickson, City Manager *RH*

DATE: May 29, 2012

SUBJECT: Approval of May 2012 Employment Handbook

ATTACHMENTS: May 2012 Employment Handbook

Council Action:

- A. By motion receive and file the May 2012 Employee Handbook and place it on the Council June 5, 2012 meeting agenda for approval.
- B. Take no action.

Background:

The existing Personnel Rules (Employee Handbook) was adopted in August 1989 and is, needless to say, out of date. The proposed new Handbook addresses numerous changes which have occurred over the years both in operations and law. The Handbook incorporates previous recommendations from Liebert Cassidy as well as review by the current City Attorney, Russ Gans.

Financial Impact: Not applicable

City Manger Recommendation:

The City Manger recommends the Council receive and file the Employee Handbook and place it on the June 5, 2012 Council agenda for approval.

**ACKNOWLEDGMENT OF RECEIPT
OF EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the City of Rio Dell Employee Handbook dated May 2012. I have read and understand my rights to and responsibilities for fostering a safe, professional, and discrimination-free work environment as set forth in the Handbook. In particular, I have read the policy against Harassment as well as the Drug-Free Workplace policy. I agree to abide by these policies, as well as the other policies contained in the Handbook. I have also had an opportunity to discuss any questions with my supervisor or Department Head.

In addition, I understand that, because the City of Rio Dell cannot anticipate every issue that may arise during my employment, if I have questions regarding any of the City of Rio Dell's policies or procedures, I will consult my Supervisor, my Department Head or the City Manager.

I agree and understand that my relationship with the City of Rio Dell is "at-will," which means that my employment is for no definite period and may be terminated by the City of Rio Dell or me at any time for any reason, with or without cause or advance notice. I further understand that the City of Rio Dell may demote or discipline me or otherwise alter the terms of my employment at any time and at its sole discretion, with or without cause or advance notice. I understand that only the City Manager may change this at-will employment relationship, and then only if it is in writing.

I further understand that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied. Similarly, these policies shall not be construed to create any type of "fair" procedure prior to termination or other disciplinary action. I further understand that the City of Rio Dell has the right to amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice, except for its policy of at-will employment.

I also understand and agree that if the terms of this Acknowledgment of Receipt are inconsistent with any policy or practice of the City of Rio Dell now or in the future, the terms of the Acknowledgment of Receipt shall control.

Lastly, I understand and agree that this Acknowledgment of Receipt contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the above, and that this Acknowledgment of Receipt supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered by this Acknowledgment of Receipt.

Employee Name (Printed)

Signature

Date

CITY OF RIO DELL EMPLOYEE HANDBOOK

Revised 5-1-12

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SECTION 1: PRELIMINARY STATEMENTS

1.01 INTRODUCTION

This Handbook is intended to help employees get acquainted with the City of Rio Dell and provide information about its employment practices. The City of Rio Dell shall conduct its business in a professional, courteous, and ethical manner. This Handbook exists to ensure the City of Rio Dell is sensitive to, and responsible for, the efficient, economical, and legal implementation of its business operations.

The purpose of the Handbook is to emphasize that, as City of Rio Dell employees, we have a responsibility to the public, to our stakeholders, partners, and colleagues, and to ourselves to conduct all facets of our business in a professional and ethical manner. It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment policies. This Handbook is not intended in any way to create an employment contract, or any other contract, express or implied, nor is it intended to otherwise create any legally enforceable obligations on the part of the City of Rio Dell or its employees. If at any time there should be a conflict between a description in this Handbook and other employment contracts, the terms of any superseding contract will govern. Although this Handbook is not intended to be an official policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment. In addition to this Handbook, law enforcement officers employed by the City of Rio Dell Police Department should also refer to the California Public Safety Officers Procedural Bill of Rights Act (California Government Code §§ 3300-3312), which bestows certain rights upon specified peace officers, as stated in the Act. Furthermore, law enforcement officers employed by the City of Rio Dell Police Department are expected to perform their job duties in accord with the Rio Dell Police Department Policy Manual.

This Handbook supersedes and replaces all previous handbooks, personnel policies, practices, and guidelines.

Because the City of Rio Dell is a constantly-changing organization, it, acting through the City Council, reserves complete discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice, with the exception of its At-Will Employment policy. Employees will be advised of changes that occur.

To obtain information regarding specific employment policies or procedures, whether or not they are contained in this Handbook, employees should contact their Supervisor or Department Head, or the City Manager. If you need an explanation in another language, please contact your Supervisor or Department Head for assistance. The City of Rio Dell wants all employees to understand the City's policies and procedures and the services that the City of Rio Dell provides to the public. You are encouraged to bring suggestions for improvement to the attention of your Supervisor or Department Head.

No one, other than the City Manager, has the authority to enter into any employment or other agreement that modifies City of Rio Dell policy. Any such modification must be in writing and signed by the City Manager and the affected employee and approved by the City Council.

This Handbook is the property of the City of Rio Dell, and it is intended for personal use and reference only by employees of the City of Rio Dell. Circulation of this Handbook outside of the workplace requires the prior written approval of the City Manager.

Employees are required to sign the Acknowledgment of Receipt form that will be distributed at the time employees receive this Handbook. This should be returned to your Department Head, the Finance Director or the City Manager as soon as possible. This completed form will be retained in each employee's official personnel file and will provide the City of Rio Dell with a record that each employee has received this Handbook. This Handbook is intended to apply to all employees.

SECTION 2: EQUAL EMPLOYMENT OPPORTUNITY

2.01 ACCOMMODATION REQUESTS

The City of Rio Dell will seek to provide reasonable accommodation for the disclosed physical and mental limitations of a qualified disabled employee or applicant as required by the Americans with Disabilities Act or applicable state law. Reasonable accommodation varies depending on the individual circumstances and will be evaluated on a case-by-case basis.

A qualified individual with a disability is anyone who can perform the essential functions of his or her job with or without reasonable accommodation for the disability. A disability is a physical or mental impairment that substantially limits one or more major life activities that may include walking, seeing, speaking, working, or caring for one's self.

To make an accommodation request, please communicate your request to your Supervisor/Department Head. If you feel uncomfortable making an accommodation request to the person(s) previously listed or you believe your accommodation request was not properly managed, report to City Manager.

2.02 DISABILITY DISCRIMINATION POLICY

The City of Rio Dell prohibits and does not tolerate discrimination against any qualified individual with a disability. All qualified individuals with a disability are guaranteed the same employment opportunities as other employees or applicants. No person, no matter his or her title or position, has the authority, expressed, actual, apparent or implied to discriminate against a qualified employee or applicant with a disability.

The City of Rio Dell will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

The City of Rio Dell prohibits verbal, physical, or visual conduct that belittles or demeans any qualified individual with a disability.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any act of disability discrimination reasonably believed to have been committed.

If you have any questions, problems, or complaints regarding a violation of this policy, or disability discrimination in general, you must communicate your concerns to your Supervisor/Department Head. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the City Manager.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make disability discrimination known should it exist.

2.03 EMPLOYEE RELATIONS

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the City of Rio Dell fully demonstrates its commitment to employees by responding effectively to employee concerns. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly with your Employee Association President and with your Supervisor/Department Head. In addition, we affirm our commitment to retaining positive relationships with all existing bargaining associations.

2.04 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Rio Dell is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, pregnancy, age, veteran or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability. The City of Rio Dell will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. All recruiting, hiring, training and promoting for all job classifications is done without regard to race, color, religion, sex, age or national origin except when a bona fide occupational qualification exist. All decisions on employment are made to further the principal of equal employment. All promotion decisions will continue to be made in accordance with Equal Employment Opportunity principals, and only valid job requirements will be used.

The City of Rio Dell prohibits and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. The City of Rio Dell prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. No person, no matter his or her title or position, has the authority, express, actual, apparent or implied, to discriminate against any employee or applicant of the City of Rio Dell.

2.05 HARASSMENT POLICY

The City of Rio Dell prohibits and does not tolerate harassment of any employee or applicant or the creation of a hostile or intolerable working environment because of race, color, religion, sex, age, national origin, veteran status, disability, or as a result of filing a complaint against the City of Rio Dell. No person, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to harass any employee or applicant of the City of Rio Dell.

If you are harassed, you must report the act of harassment to your Supervisor/Department Head immediately. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. If the claim of harassment relates to the City Manager, your complaint should be submitted to the then current Mayor for the City of Rio Dell. Nevertheless, you are required to make a reasonable effort to make harassment known should it exist.

2.06 IMMIGRATION LAW COMPLIANCE

The City of Rio Dell does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

2.07 JOB POSTING AND EMPLOYEE REFERRALS

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the organization according to your skills and experience. In general, we post all regular, full-time job openings, although the City of Rio Dell reserves its right to not post a particular opening.

Job openings will be publicly posted and normally remain open for 10 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, you must have performed competently for at least 90 calendar days in your current position. You are not eligible to apply for a posted job if you have a written warning on file, or are on suspension. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job posting application to the Department Head. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new position.

We encourage you to talk with your Supervisor/Department Head about your career plans. We also encourage your Supervisor/Department Head to support your efforts to gain experience and advance within the City of Rio Dell.

After you apply for a job, your Supervisor/Department Head may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. In addition to posting, the City of Rio Dell may use other recruiting sources to fill open jobs.

2.08 PREGNANCY DISCRIMINATION POLICY

The City of Rio Dell prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The City will treat all applicants and employees who are pregnant the same as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person, or employee, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to discriminate against a pregnant employee or applicant of the City of Rio Dell.

The City of Rio Dell will not deny a job or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same considerations that govern all employment decisions – the employee's

ability to satisfactorily perform the essential duties of the job and the safety and health of the employee, other employees, and third parties.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any act of pregnancy discrimination reasonably believed to have been committed.

If you have a question, complaint, or problem concerning pregnancy discrimination, you should relate such question, complaint, or problem to your Supervisor/Department Head. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager. If the complaint relates to the City Manager, your complaint should be submitted to the then current Mayor for the City of Rio Dell.

You are not required to directly confront the person who is the source of your report, questions, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make pregnancy discrimination known should it exist.

2.09 PREGNANCY-RELATED ABSENCES

Employees of the City of Rio Dell shall be entitled to maternity/paternity leave for the birth or adoption of a child and complications of pregnancy as mandated by state and federal law.

The City of Rio Dell shall not refuse to allow an employee who either becomes pregnant or their spouse becomes pregnant while employed with the City of Rio Dell, or is involved with the child birth procedure, adoption procedure or related medical conditions to either:

- A. Receive the same benefits or privileges of employment granted by the City to other persons not so affected who are similar in their ability or inability to work, including taking disability or sick leave or any other accrued leave which is made available by the employer to temporarily disabled employees;
- B. Take leave on account of pregnancy related disability as defined by state and/or federal law.

Maternity/paternity leave shall be taken subject to the following conditions and regulations:

- A. An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid pregnancy leave for up to 4 months;
- B. Requests for pregnancy disability leave must be submitted in writing and must be approved by the employee's Supervisor or Department Head before the leave begins. The request must be supported by a written certification from the attending physician stating that the employee is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work;
- C. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Department Head prior to being taken. Requests for an extension of leave must be submitted in writing to the Department Head prior to the agreed date of return and must be supported by a written certification of the attending physician that the employee continues to be disabled by pregnancy, childbirth, or a related medical condition;

- D. Pregnancy leaves are without pay. However, the employee may first use accrued sick leave, vacation leave, and then any other accrued paid time off during the leave;
- E. An employee on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave;
- F. Sick and vacation leave do not accrue while an employee is on unpaid pregnancy disability leave;
- G. Upon the expiration of pregnancy leave and the City's receipt of a written statement from the health care provider that the employee is fit to return to work, the employee will be reinstated to her original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave;
- H. If upon return from leave an employee is unable to perform the essential functions of the employee's job because of a physical or mental disability, the City will initiate an interactive process with the employee in order to identify a potential reasonable accommodation;
- I. An employee who fails to return to work after the termination of the employee's leave loses employee's re-instatement rights.

Paternity leave is the time a father may take off at the birth or adoption of a child. The leave can fall under the rules of FMLA or employee may possibly use accumulated sick leave. The employee may be able to take up to six weeks leave. If the employee would like to apply for paternity leave, please speak with employee's Department Head or the City Manager.

2.10 SEXUAL HARASSMENT POLICY

The City of Rio Dell prohibits and does not tolerate sexual harassment. The City provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where:

- Submission is made an express or implied term or condition of employment or status;
- Submission to or rejection of the behavior is used to make an employment decision (such as hiring, promotion, or termination); and
- The conduct has the purpose or effect of unreasonable interfering with a person's work performance or creates an intimidating, hostile, or offensive environment for work.

The City of Rio Dell prohibits and does not tolerate any employee, manager, vendor, or visitor, male or female, to harass any employee or applicant or to create a hostile or intolerable working environment by exhibiting, committing, or encouraging:

- Direct or implied threats that submission to sexual advances will be condition of employment;
- Material such as pornographic or sexually explicit posters, calendars, graffiti, or objects;

- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments, or innuendoes regarding sex, including sexual jokes, gestures, statements, or stalking;
- Intentional or malicious physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempt to commit such acts or assaults.

The City of Rio Dell will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. The City of Rio Dell hereby provides notice of its right to use third parties to investigate claims of sexual harassment.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any act of sexual harassment reasonably believed to have been committed.

If you are sexually harassed, you must report the act of harassment to your Supervisor/Department Head immediately. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager. If the complaint relates to the City Manager, your complaint should be submitted to the then current Mayor for the City of Rio Dell.

You are not required to directly confront the person who is the source of your report, questions, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make sexual harassment known should it exist.

2.11 WORKPLACE ETIQUETTE

The City of Rio Dell can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use courtesy and common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Supervisor/Department Head.

- Keep the area around your work space orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your Supervisor/Department Head.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Try not to block common areas while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.

- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Conduct should be in a professional manner at all times.
- Dress appropriately.
- Maintain proper hygiene.

SECTION 3: EMPLOYMENT CLASSIFICATIONS, PRACTICES AND PROCEDURES

3.01 ATTENDANCE AND PUNCTUALITY

We expect all of the City of Rio Dell employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your Supervisor/Department Head as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive tardiness, you may be subject to disciplinary action, up to and including termination of employment.

Excessive tardiness occurs when an employee is late to work or returning from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of absences exceeds 3 days in any three-month period.

3.02 AMENDMENT AND REVISION OF RULES

Recommendations for amendments and revisions of these rules may be made by the City Manager, elected officials, any duly recognized employee's association and the City Attorney. Proposed amendments or revisions shall be publicly posted for at least five (5) consecutive business days prior to consideration by the City Council at a regularly scheduled City Council meeting. At the time of consideration, any interested party may appear and be heard. Amendments and revisions shall become effective upon adoption by resolution by the City Council following such hearings and as agreed to between the City Council and any duly recognized employee association, if such amendments and revisions are within the scope of meet and confer requirements.

3.03 BACKGROUND/REFERENCE CHECKS

To ensure that individuals who join the City of Rio Dell are well qualified and have a strong potential to be productive and successful, it is the policy of the City of Rio Dell to check the employment references of all applicants.

The responses to such inquiries will confirm only dates of employment, wage rates, and positions held.

Prior to making any commitment to prospective full-time employees, the City of Rio Dell shall also (unless prohibited by law) perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation would include criminal history, social security number trace, past employment verification, and credit score. Any offers of employment may be made to prospective employees contingent upon the results of such background check.

3.04 CAUSE OF IMMEDIATE DISCHARGE

Willful or neglectful misuse, damage, or destruction of public or private property, City vehicles, or City equipment or willful violation of any municipal rule or regulation, City ordinance, state or federal law could be the cause for immediate discharge from employment with the City of Rio Dell.

3.05 CELL PHONE POLICY

The City of Rio Dell has established a Cell Phone policy pursuant to Resolution No. 1030-2009 and allows employees whose job duties include the frequent need for a cellular phone to be issued a City-owned cellular phone, or to be entitled to receive extra compensation in the form of a cellular phone allowance to cover business-related use of their personally owned device and service plan. There are three levels of allowances based upon City need and usage criteria. Employees should contact their Supervisor for specific information regarding cellular phone allowances.

In the interest of safety, employees (excepting law enforcement officers) are expressly forbidden from using cell phones while driving either on City business or during City hours. This includes writing, sending, or reading text-based communications, such as text messages or e-mail.

If your job requires you to keep your cell phone turned on at times while you are driving, you must use a hands-free device or safely pull off the road and park your vehicle before talking on the phone. Employees are expressly prohibited from placing any phone calls while operating a motor vehicle while driving on City business and/or City time.

Failure to comply with this policy may result in discipline, up to and including termination.

3.06 COMMUNICATIONS POLICY

Electronic communications, including the contents of the City-owned computers and telephones are the properties of the City of Rio Dell. This policy is meant to set forth guidelines regarding access to and disclosure of information/messages sent or received by the City of Rio Dell employees using the system. This policy may be changed at any time. The Internet, electronic mail, phone mail, or any other communication or information system of the City of Rio Dell is not to be used in any way that may be disruptive, offensive to others, or harmful to morale.

The City of Rio Dell electronic communication systems, including computers and telephones (including all hardware and software and all contents) are the exclusive property of the City of Rio Dell.

The City of Rio Dell treats all computer files, including electronic mail (e-mail) sent or received, as business information. The City has the capability to access, review, copy, and/or delete any computer files, including e-mail sent or received. If employees make incidental use of the computer system for personal files or e-mail, employees should not expect personal files or e-mail

to be protected from review by other employees. Accordingly, employees should not use the City of Rio Dell's computer system to create or transmit any information they wish to keep private.

Confidential Information: Employees must exercise extreme caution when creating or transmitting City of Rio Dell confidential information. Confidential information should not be transmitted to any individual not authorized to receive such information.

E-mail: When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, the City of Rio Dell employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail.

City of Rio Dell computer systems should not be used to solicit or proselytize for commercial ventures, religious or political causes, or outside organizations that are not authorized by the City of Rio Dell.

Internet: The City of Rio Dell provides employees with access to the Internet for business-related purposes. The City of Rio Dell has the capability to review web-site access. Employees should not have any expectation of privacy regarding the web-sites accessed through the City of Rio Dell computer system. Computer systems may "leave tracks" at web-sites visited. Because of the nature of City of Rio Dell business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

Employees may not use the City's Internet connection to download games or other entertainment software, or to play games over the Internet.

Software: The City of Rio Dell prohibits the unauthorized use of software. The City of Rio Dell expects its employees to conduct themselves responsibly in this regard. Employees should refrain from making or using unauthorized copies of software programs. Employees may not install any non-City owned software programs on any City computer without the approval of the City Manager.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed.

3.07 CODE OF ETHICS

1. Purpose

A. It is the policy of the City of Rio Dell to uphold, promote, and demand the highest standards of ethics from all of its employees and officials, whether elected, appointed, or hired. City officials and employees shall maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their City position or powers for improper personal gain. It is further the policy of the City that the public's right to know of complaints of violations of the Code of Ethics by City-elected officials far outweighs any right that these matters remain secret and private and that full access to information concerning the interests that seek to influence governmental decision-making must be assured as a fundamental and necessary precondition to the sound governance of a free society.

For further information, refer to Rio Dell Municipal Code (RDMC) Title 1, Chapter 1.10.
Governing Authorities

The following is a list of agencies responsible for enforcing federal, state, and local laws and investigating issues surrounding improper governmental actions:

Rio Dell Police Department
(707)-764-5642

Humboldt County Grand Jury
(707) 476-2475

District Attorney's Office
(800) 962-8261

Fair Labor & Housing
(800) 884-1684

3.08 "AT-WILL" EMPLOYMENT

We sincerely hope that your employment relationship with the City of Rio Dell will be satisfying and mutually beneficial. We nevertheless believe there are some things you must know. Your employment relationship with the City of Rio Dell is "at-will." This means that you are entirely free to terminate your employment at any time, either with or without a reason. It also means that the City of Rio Dell has the very same right as you and can terminate your employment at any time, with or without cause or advance notice.

This represents an integrated agreement with respect to the at-will nature of your employment relationship. No representative or employee of the City of Rio Dell, other than the City Manager, has the authority to enter into a contrary agreement. Even then, a contrary agreement is enforceable only if it is set forth in a written agreement that is signed by both you and separately affirmed and adopted by the City Council.

3.09 TERMINATION, DISCIPLINE AND RULES OF CONDUCT

1. Termination
 - a. Voluntary Termination

The City of Rio Dell will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- (1) Elects to resign from the City of Rio Dell;
- (2) Fails to return from an approved leave of absence on the date specified by the City of Rio Dell; or
- (3) Fails to report for work without notice to the City of Rio Dell for three consecutive days.

b. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the City of Rio Dell's rules of conduct as set forth below. Notwithstanding this list of rules, the City of Rio Dell reserves the right to discharge or demote any employee with or without "cause" and with or without prior notice.

c. Termination Due to Reorganizations, Economics or Lack of Work

From time to time, the City of Rio Dell (acting through the City Manager) may need to terminate an employee as a result of reorganizations, job eliminations, economic downturns in business, or lack of work. Should the City of Rio Dell consider such terminations necessary, it will attempt to provide all affected employees with advance notice when practical, or when required by law.

2. Discipline and Rules of Conduct if above changed accepted, this should be 2 now.

a. Policy

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet City of Rio Dell standards, the City of Rio Dell will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, up to and including discharge. Further, this policy does not alter the at-will nature of each employee's employment.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. However, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of the City of Rio Dell, other employees, clients or customers (or other third parties), may also result in disciplinary action.

b. Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- (1) Unsatisfactory work in terms of quality or quantity;
- (2) Rudeness, lack of cooperation, or similar conduct;
- (3) Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
- (4) Failure to follow instructions or City of Rio Dell procedures; or
- (5) Failure to follow established safety regulations.

c. Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- (1) Insubordination;
- (2) Dishonesty;
- (3) Theft;
- (4) Discourtesy;
- (5) Misusing, or destroying City of Rio Dell property or the property of another on City premises;
- (6) Violating conflict of interest rules;
- (7) Disclosing or using confidential or proprietary information without authorization;
- (8) Falsifying or altering City records, including application for employment;
- (9) Interfering with the work performance of others;
- (10) Altercations;
- (11) Harassing, including sexually harassing, employees, clients or customers (or other third parties);
- (12) Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on City of Rio Dell property or while conducting City business;
- (13) Gambling on City of Rio Dell premises or while conducting City business;
- (14) Sleeping on the job or leaving work without authorization;
- (15) Possessing a firearm or other dangerous weapon on City of Rio Dell property or while conducting City business;

- (16) Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the City of Rio Dell, its employees, clients, customers (or other third parties) or property; or
- (17) Failing to report to the City of Rio Dell, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

d. Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- (1) Reporting to work on time, adhering to established work schedules, observing the time limits for rest and meal periods, and obtaining approval to leave work early; and
- (2) Notifying the Supervisor in advance of anticipated tardiness or absence.

e. Discipline Procedure

Although discharge or demotion for poor performance may be preceded by an oral warning and/or a written warning, the City of Rio Dell reserves the right to proceed directly to a written warning, demotion, suspension or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the City of Rio Dell, in its sole discretion, deems such action appropriate. A copy of any correspondence placed in the personnel file will be available to the affected employee.

f. Disciplinary Action

(1) Conduct Resulting In Discharge

A first violation of this policy will result in immediate discharge, whenever the prohibited conduct:

- (a) Involves fighting or causing injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;
- (b) Results in significant damage to City of Rio Dell property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (c) Involves the sale or manufacture of illegal drugs or other controlled substances;
- (d) Involves the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol;
- (e) Involves an employee who had not completed the Introductory Period or was a casual, seasonal, or temporary employee;

- (f) Involves the failure of an employee to report a criminal conviction, as required below;
- (g) Involves insubordination and outspoken or mutinous attitude toward those in charge or a flaunting disregard of the authority of the Supervisor or willful disobedience;
- (h) Involves inexcusable absence without leave;
- (i) Involves possession of a firearm on City of Rio Dell property;
- (j) Involves inexcusable neglect of duty;
- (k) Involves dishonesty; or
- (l) Involves willful disobedience.

g. Discretion to Apply Lesser Discipline

Under the circumstances other than those described immediately above, the City of Rio Dell, in the sole discretion of management, may elect not to discharge an employee for a first violation of this policy if, under the circumstances involved, it deems this appropriate.

h. Effective Criminal Conviction

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any City of Rio Dell-related activity or event will be deemed to have violated this policy.

i. Written Warning

An employee who is not discharged for a first violation of this policy will receive a final written warning and/or an immediate suspension, without pay, at the sole discretion of the City of Rio Dell. A copy of any correspondence placed in the personnel file will be made available to the subject employee

3. Exit Interview

Employees who leave the City of Rio Dell for any reason may be asked to participate in an exit interview with the City Manager (or designee). This interview is intended to permit departing employees the opportunity to communicate their views regarding their work with the City of Rio Dell, including job duties, job training, job supervision, and job benefits.

At the time of the interview, or as otherwise specified by the City of Rio Dell, employees are expected to return all City-furnished property, such as uniforms, tools, equipment, I.D. cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with the City of Rio Dell and for receiving final pay also will be made at this time.

4. Employment At-Will

Nothing in this guideline is intended to alter the at-will status of employment with the City of Rio Dell. Either the City of Rio Dell or you may terminate the employment relationship at any time, with or without cause, and with or without prior notice. The City of Rio Dell reserves the right to

terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

3.10 E-MAIL RETENTION POLICY (City of Rio Dell Resolution No. 1000-2008)

Generally, e-mail messages are temporary communications which are non-vital and should be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-record information.

While City electronic e-mail retention is for a maximum period of 180 days, an e-mail communication should be deleted as soon as practicable from the system. It is the policy of the City of Rio Dell that e-mail is not to be used to retain or store public records of any department. Communications or records intended or required by law to be retained shall be printed in a hard copy and filed or stored as appropriate or saved to designated electronic files or other media as required by any departmental or city procedures. It is City policy that all departments adhere to their legal record retention requirements. E-mail should be printed and filed in the appropriate location if any law requires a communication to be kept for a period greater than 180 days. Employees should seek guidance from their Department Heads in order to ascertain the specific time requirements applicable to the documents generated, received and or maintained by their department.

E-mail should be considered a communication tool, not a storage mechanism. Back-up tapes are for disaster recovery purpose only. Retention is the responsibility of the sender of the message, not the back-up process. Backup copies are *not* for the purpose of records retention. Back-up tapes should be retained no more than six months.

Regardless of retention requirements, e-mail and all other electronic or paper documents pertaining to threatened or actual legal proceedings must be retained until the litigation is finally concluded.

The definition of public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City. The definition includes electronic records, including e-mails. The definition does *not* include preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the City in the ordinary course of business.

Because of system capacity concerns, personal correspondence and interdepartmental and intradepartmental e-mails should routinely be deleted unless either the sender or the recipient would have retained the writing had it been sent in any other form. E-mail from outside the City should be retained by the recipient, if he or she would have retained the document if it had been sent in any other form.

The sender of the e-mail is responsible for ensuring proper retention of e-mails sent within the City. All other copies are duplicates and may be deleted. However, if a record e-mail was sent by an outside agency, a member of the public or anyone outside the City, the recipient is responsible for retention if required.

E-mail itself is not considered a record category; it is a means of transmission of messages or information. Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. Thus, the retention period is determined by the content of the

e-mail, not the medium. Record e-mails may be deleted upon expiration of the statutory retention period (or after 180 days if there is no statutory retention period) or as appropriate on authorization of the City Council,

Attachments should be retained or disposed of according to the content of the attachment itself, not the e-mail which transmits the attachment. Thus, attachments should be retained if they constitute a document which the recipient or the sender would ordinarily retain in the ordinary course of business.

E-mail will be deleted after 180 days.

E-mail is not used to store public records.

E-mail that requires storage for a period of greater than 180 days should be printed and filed or saved as a document for electronic storage in your network folders.

3.11 EMPLOYMENT APPLICATIONS

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment. Applications will remain on file for one (1) year.

3.12 EMPLOYEE CONDUCT AND WORK RULES

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and the City of Rio Dell.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property ;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs ;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

Employees may terminate their employment at any time they want, with or without cause or advance notice. Likewise, the City of Rio Dell may terminate your employment at any time, with or without cause or advance notice. It is common practice to give two weeks' notice to your employer before terminating your employment, although there is no right to prior notice.

3.13 EMPLOYEE MEDICAL EXAMINATIONS

Employees of the City of Rio Dell must be in possession of a valid California Driver's license while employed with the City. Employees of the City could be asked to drive a City vehicle at any time to make deliveries or for any number of job situations. For that reason a job applicant will be asked to submit to a medical and drug test before being hired to work for the City.

3.14 GIFTS AND GRATUITIES

No employee shall solicit or accept any gift, gratuity, or discount for City services rendered, bids or contract awarded, or for any other reason connected with the exercise of his or her duties and responsibilities as an employee.

3.15 GRIEVANCE PROCEDURE

1. Consideration of Grievances

This procedure is established in order to provide opportunities for City employees to bring forth their view relating to any alleged unfair or improper aspect of their employment situation and to seek a resolution of such matters.

Definitions:

A "**grievance**" shall mean a statement by a grievant that a controversy, dispute or disagreement of any kind or character exists arising out of or in any way involving interpretation of rule, policy, M.O.U., ordinance, resolution, or practice, or that an employee has been treated unfairly or inequitably, or that there exists a condition which jeopardizes employee health and safety which is beyond the control of the grievant. The grievance procedure shall not be used for disciplinary appeals.

A "**grievant**" shall mean an employee or group of employees filing a grievance.

In any instance of grievance, the employee concerned shall first make efforts to resolve such grievance with his/her Department Head. If the efforts to resolve the grievance with the Department Head are not satisfactory, the employee may submit his/her complaint in writing to the Department Head.

Upon receipt of the written complaint, the Department Head shall make such investigation as required under the circumstances and reply in writing to the employee within ten (10) working days after receipt of the statement from the employee.

If the employee wishes to discuss the grievance further, he/she shall within ten (10) working days of the receipt of the reply from the Department Head submit a written request for a meeting with the City Manager. If the complaint relates to the City Manager, your complaint should be submitted to the then current Mayor for the City of Rio Dell.

The requested meeting will be held by the City Manager at the earliest date possible at which the employee, the Department Head, and any other persons invited by the City Manager may be present. The decision made by the City Manager as the result of the findings and conclusions determined at this meeting shall be communicated to the employee within ten (10) days following the meeting. This decision may be appealed to the City Council. Written appeal must be made to the City Council within ten (10) working days of receipt of the City Manager's decision. The City Council shall hear the appeal within thirty (30) days. The City Council's findings and determinations shall be communicated to the employee within ten (10) days following the hearing.

2. Employee Rights

No reprisals whatsoever shall be invoked against any employee for processing a grievance or participating in the grievance procedure. Paid release time shall be provided when approved by the City Manager for participants in the processing of grievances. Such release time will be given with due consideration of the needs of the City for services including scheduled hearings before the City Council. When scheduling conflicts arise as a result of such needs, reasonable extensions of time shall be granted.

The employees participating in the grievance procedure may be represented, at the employee's option, by one duly recognized Employee Association Representative at any or all steps of the grievance procedure, provided, however, the Employee Association Representative has been designated as a representative of the association, in writing, at least ten (10) days in advance of such step in the grievance procedure. The total number of designated City employee representatives shall be limited to three in number, one from each of the three City Departments, together with any paid professional nonemployee representative of a duly recognized employee association. Designation of employee representatives may be substituted upon ten (10) days advance written notice to the City. Multiple grievants presenting the same or substantially similar issues shall be limited to the same representative in the absence of a legal conflict of interest.

3. Hearing

Step 1: The hearing before the City Council shall be informal.

Step 2: There shall be no formal rules of evidence.

Step 3: The employee shall present his/her own case or designate a representative who need not be an attorney but may be an attorney.

Step 4: The City Manager and/or the Department Head shall present his/her own case.

Step 5: The City Attorney, if he/she is present, shall not serve as an advocate for either party. His/her responsibility would be the same as at a regular City Council meeting, to advise the City Council as to the law and its bearings in the matters under discussion. Nothing herein shall, however, prohibit the City from retaining independent counsel to represent the City's interests.

Step 6: All hearings shall be closed to the public except at the request of the affected employee. Upon written request for a public hearing, the hearing shall be open.

Step 7: All appeals proceedings shall be tape-recorded. Recordings and records of appeal proceedings shall be maintained by the City Clerk for a period of two (2) years after the final decision is rendered by the Council. Employees may be

allowed copies of said tapes at cost at any time within said two (2) year period. Either party may request a stenographic reporter to record the proceedings. The cost of a stenographic reporter shall be borne by the requesting party. In the event a transcript is requested by either party to a proceeding, the original and one (1) copy thereof shall be filed with the City Clerk after its preparation by the stenographic reporter is completed.

Step 8: Any court action brought by either party must be brought within ninety (90) days of the final decision of the City Council.

3.16 HANDLING OF CONFIDENTIAL INFORMATION

Some employees will work with information that is of a confidential nature. If an employee is given such information, they are expected to keep the information confidential and should not share the information with unauthorized persons.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed.

3.17 INVOLUNTARY DEMOTION

The Department Head may demote an employee whose ability to perform his required duties falls below standard or for disciplinary purposes. No employee shall be demoted to a position for which he does not possess the minimum qualifications. Involuntary demotions shall be made in accordance with the City's progressive discipline policy.

3.18 JOB DESCRIPTIONS

We try to have accurate job descriptions for all jobs at the City of Rio Dell. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

New job descriptions are created when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the City Manager.

3.19 LAY-OFFS

Whenever it becomes necessary for employees to be laid off because of lack of work or lack of funds, all temporary or part-time employees of the Department shall be laid off before any

permanent employees. If additional reductions are necessary, permanent employees shall be laid off in reverse order of their seniority within a Department in the same job title. Except in emergency situations, employees laid off shall be given written notice of such lay off at least thirty (30) days prior to the effective date of the lay off. The names of permanent employees laid off shall be placed on a re-employment list for the Department involved in the lay-off. Persons on such lists shall retain eligibility for appointment there from in order of accumulated seniority for a period of two (2) years from the date their names were placed on the lists. Probationary employees shall receive credit for time previously served on probation if rehired within said two (2) year period.

3.20 LINES OF AUTHORITY

Each employee is responsible to his or her Department Head for proper performance of duty, conduct on the job, compliance with rules, regulations, and policies applicable to his/her employment. All requests, questions, suggestions, and grievances shall first be submitted to an employee's Department head who will take appropriate action in accordance with department policy and these rules.

Line of authority within the administrative organization of the City shall be as follows:

City Council
City Manager
Department Head

3.21 MANAGEMENT RIGHTS

The City shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of, and the manner in which, the City's activities are conducted, managed, and administered, and it is the exclusive right of the City to establish and maintain departmental rules and procedures for the administration of its departments.

The City has the exclusive right and authority to schedule work and/or overtime work as required in the manner most advantageous to the City.

Every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by the employee.

The appointing authority reserves the right to discipline or discharge employees as set forth in the Employee Handbook. The City reserves the right to lay off personnel of the City at any time.

The City shall determine assignments and establish methods and processes by which assignments are performed.

The City shall have the exclusive right to transfer employees within departments and to positions outside a department in a manner most advantageous to the City.

The City shall have the authority, without prior meeting and conferring, to effect reorganizations and reallocation of work of the City.

The City has the right, without prior meeting and conferring, to contract for matters relating to municipal operations, including contracting out bargaining unit work. The right of contracting or subcontracting is vested exclusively in the City.

The inherent and express rights of the City, including those herein specifically referred to that are not expressly modified or restricted by a specific provision hereof, are not in any way, directly or indirectly, subject to meeting and conferring or the Grievance Procedure herein.

3.22 MEET AND CONFER

Contract negotiations for contract employees shall be the responsibility of the City Manager. The City Manager shall meet and confer with any duly recognized Employee Association under the Meyer-Milias-Brown Act, on those matters which are subject to the "Meet and Confer" process specified under Section 3505 of the California Government Code or as otherwise agreed to between the City of Rio Dell and any duly recognized Employee Association pursuant to the terms of any Memorandum of Understanding then in effect.

3.23 NEPOTISM

No person shall be hired in a temporary or permanent position in any department of the City who is the spouse of any other employee of the City working in the department in which that person seeks to be employed. In addition, no person who is a relative to a City employee shall be hired over any other applicant unless most qualified. Documentation of qualification comparison must be kept in recruitment folder for at least one (1) year.

Definitions of Relationships:

Relative - An employee's parent, step-parent, spouse, domestic partner, significant other, child (native, adopted or step), sibling, or grandparent.

Personal Relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Business Relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than \$250.00.

Conflict of Interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Restricted Duties and Assignments

While the Department will not prohibit personal or business relationships between employees, the following reasonable restrictions shall apply (California Government Code §12940(a)):

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exists temporarily, the supervisor shall make every reasonable effort to defer matters involving the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department however, reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluation, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.
- (d) In order to avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individuals(s) who they know or reasonably should know are under criminal investigation, convicted felons, parolees, fugitives, registered sex offenders, or who engage in serious violations of state or federal laws.

Employee Responsibility

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, employees shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances which would require the employee to take enforcement action or provide other official information or services to any relative or other individuals(s) with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch?? to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

Supervisor/Department Head Responsibility

Upon being notified or becoming aware of any circumstances(s) which could result in or constitute an actual or potential violation of this policy, a Supervisor/Department Head shall take all reasonable steps to mitigate or avoid such violations whenever possible. Supervisors/Department Heads shall also promptly notify the City Manager of such actual or potential violations through the chain of command lines of authority.

3.24 NO-CONFLICT WITH COLLECTIVE BARGAINING AGREEMENTS CLAUSE

Any applicable Memorandum of Understanding (MOU) entered into between the City and any employee or employee organization shall have control over these rules and regulations where these rules and regulations are silent or inconsistent. These rules and regulations shall control where Memoranda of Understanding are otherwise silent.

3.25 OUTSIDE EMPLOYMENT

You may hold an outside job as long as you can satisfactorily perform your job at the City of Rio Dell and the job does not interfere with the City's scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at the City of Rio Dell, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with the City of Rio Dell. Also, you may not get paid or get anything in return from a person outside the City of Rio Dell in exchange for something you produce or a service you provide as part of your City job.

3.26 PERFORMANCE EVALUATIONS

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done at the end of your introductory period for any new job. The introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done every 12 months around the time of the anniversary of your original hire date or as stipulated in a specific employment agreement. Step increases in pay and/or benefits are dependent on having received a satisfactory performance evaluation during the performance review immediately preceding the increase.

We may give merit-based pay adjustments to some employees to recognize truly superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

3.27 PERSONAL APPEARANCE

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about the City of Rio Dell. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent the City of Rio Dell, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing in person with customers or visitors.

If your Supervisor/Department Head finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your Supervisor/Department Head if you are not sure about the correct clothing standards for your job.

Where necessary, the City of Rio Dell may make a reasonable accommodation to this policy for a person with a disability.

3.28 PERSONNEL DATA CHANGES

It is important that the City of Rio Dell have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Human Resources Department.

3.29 PERSONNEL FILES

The City of Rio Dell has an official personnel file for each employee. These personnel files include confidential information about applicants and employees. All requests for information on prospective, current or former employees should be directed to the City Manager. This system is maintained for the protection of employees and for compliance with laws pertaining to personal privacy.

3.30 PROBATIONARY PERIOD

The City of Rio Dell has a probationary period for new employees. During the probationary period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The probationary period also gives you time to decide if the new job meets your expectations.

The probationary period for all new and rehired employees is one (1) year after their hire date.

If you are absent for a significant amount of time during your probationary period, the length of the absence will automatically extend the probationary period. We may also extend the probationary period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the probationary period.

When employees satisfactorily complete the probationary period, they are assigned to the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as Social Security and Workers' Compensation Insurance. They may also be eligible for other City benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefit program to see the exact requirements.

Resignation means that you voluntarily terminate your employment at the City of Rio Dell. If you decide to resign, we would like you to tell us in writing at least two (2) weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

3.31 RESIDENCY

Persons accepting full-time employment in the service of the City of Rio Dell in an on-call or emergency service position may be required to establish residency within ninety (90) days of the date of employment within thirty (30) minutes driving time of place of work when in the determination of the Department Head or City Manager such response time is warranted by the employee's duties. "Driving Time" assumes conformance with traffic laws and regulations.

3.32 RETURN OF PROPERTY

The City of Rio Dell may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

If you stop working at the City of Rio Dell, you must return all City of Rio Dell property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

3.33 SPECIAL SALARY ADJUSTMENTS

The City Manager, subject to prior approval by the City Council, may approve salary adjustment of employees to:

- A. Obtain persons with markedly superior qualifications;
- B. Correct salary inequities;
- C. Recognize outstanding performance.

This action must be documented by filing a Personnel Action Form with the payroll clerk.

3.34 SKILLS RETENTION

Each employee shall be responsible for maintaining the knowledge, skills, abilities, and physical condition necessary to perform the duties and responsibilities for which he or she is employed.

3.35 TYPES OF APPOINTMENT

Vacancies in a position may be filled by reinstatement, transfer, demotion, promotion, appointment from an appropriate list, by appointment under provisional authority, or by initial employment of new employees.

3.36 VOLUNTARY DEMOTION

An employee for personal reasons may request demotion to a position in a lower class. Such demotions may be permitted upon the approval of Department Head.

3.37 WHISTLEBLOWER POLICY

1. Procedures for Reporting Improper Government Actions

A. The City of Rio Dell employees who become aware of improper governmental actions should first raise the concern with their direct Supervisor. Where the employee believes that the improper governmental action involves his or her Supervisor, or their Supervisor's Supervisor, the employee may raise the issue directly with any Department Head, City Manager or City Council Member.

B. Complaints shall be submitted in writing except as described in Section C. The written complaint should state the nature of the alleged violation(s), the date(s), the times(s), the place of each occurrence, and the name(s) of the person(s) charged with the violation(s) if possible. Any and all documentation available as evidence to demonstrate the alleged violation(s) may be submitted with the complaint.

C. Any complaints received verbally will be translated into a written complaint by the receiving party to ensure that it properly reflects the concerns that have been raised. All anonymously received complaints shall be processed, however, due to the difficulty of verifying and/or obtaining evidence, investigation may be difficult

2. Complaints, Investigations, Review and Enforcement

A. All allegations of improper governmental actions filed against non-management employees shall be forwarded to the governing Department Head for preliminary inquiry, allegations filed against Department Heads shall be referred to the City Manager, and allegations filed against the City Manager shall be forwarded to the City Council.

B. If there are no reasonable grounds to believe that a violation has occurred, the initial City Manager (or City Council if applicable) shall dismiss the complaint. A written determination notice stating the reasoning for the dismissal will be generated and distributed to the complainant, the employee charged with a violation, the City Manager, and the City Council.

Confidentiality will be upheld, and the name of the complainant will not be revealed in the determination notice.

C. If it is believed that the violation was inadvertent and was or is being satisfactorily corrected and cured, the inquiry and investigation will be considered complete and closed. A written determination notice stating the facts and findings related to the closure of the investigation shall be generated and distributed to the complainant, the employee charged with a violation, the City Manager, and the City Council.

Any disciplinary action required as result of the violation per the City's personnel rules, ordinances, or collective bargaining agreements shall be enforced. However, disciplinary actions are considered confidential per the City's Discipline Policy and will not be detailed in the determination notice.

Confidentiality will be upheld, and the name of the complainant will not be revealed in the determination notice.

D. If it is determined after the initial inquiry that a more detailed investigation is necessary, the City Attorney will be solicited for recommendation of formal investigation procedures. In addition

the complaint may be forwarded to outside authorities such as the City's external auditors, the Police, or other appropriate governing authorities.

After referral and investigation procedures are determined, the complainant shall be notified in writing of the process to be completed.

E. After the completion of investigation, a written determination notice stating the facts and findings related to the closure of the investigation shall be generated and distributed to the complainant, the employee charged with a violation, the City Manager, and the City Council.

If it is determined that violations of the provisions of this policy have occurred, the employee will be subject to disciplinary action. In addition to any other penalty herein or otherwise provided by law, a violation shall be cause for suspension, discharge, or any other disciplinary action as deemed appropriate and consistent with the City's personnel rules, ordinances, or collective bargaining agreements. However, disciplinary actions are considered confidential per the City's personnel policies and will not be detailed in the determination notice.

Confidentiality will be upheld, and the name of the complainant will not be revealed in the determination notice.

3. Protection Against Retaliatory Actions

The Council will not tolerate any form of harassment or victimization and will take appropriate action to protect those who file complaints in good faith. Assistance will be provided at the request of the complainant in order to minimize any potential difficulties, and every effort will be made to ensure confidentiality if at all reasonably practical. The Council will provide protection under this policy and pursuant to applicable state and federal laws.

Any investigation into allegations of potential improper governmental actions will not influence or be influenced by any disciplinary or redundancy procedures already taking place concerning the employees involved.

No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the allegation(s) is not subsequently confirmed by the investigation.

4. Records

The Department responsible for Human Resources will maintain complete documentation of all complaints filed within the City and any corresponding documentation including the final determination notices.

Each year Human Resources will produce an annual report for the City Council and the public. The report will not mention any employees, only the concerns raised, the number of such concerns, from which department they related to, and what the outcome was.

Governing Authorities

The following is a list of agencies responsible for enforcing federal, state, and local laws and investigating issues surrounding improper governmental actions:

Rio Dell Police Department
(707)-764-5642

Humboldt County Grand Jury
(707)-476-2475

District Attorney's Office
(800)- 962-8261

Fair Labor & Housing
(800)-884-1684

3.38 USE OF CITY PROPERTY AND EQUIPMENT

A. Policy

1. City property is to be used only for conducting City business unless otherwise authorized by the City Manager. City property includes, but is not limited to: telephones, cell phones, desks, computers (including hardware and software), file cabinets, lockers, communications stored or transmitted on City property (such as e-mail and voice-mails), vehicles and any other City property used by City employees in their work. Employees do not have a reasonable expectation of privacy in City property or equipment.
2. City property may be monitored and searched at any time and for any reason. Messages sent or received on City equipment including cell phones may be saved and reviewed by others. As a result, City employees have no expectation of privacy in the messages sent or received on City property or equipment.
3. Every City employee is required to adhere to all City rules and policies while on City property or using City property or equipment.
4. The City expects you to exercise care in using equipment and property, perform required maintenance, follow all operating instructions, safety standards, and guidelines, and to use it only for authorized purposes. You should notify your Supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.
5. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. A valid California Driver's License must be in your possession while operating a vehicle off or on City property.
6. City employees who are permitted to take City vehicles home overnight may use the vehicle for City business only.

SECTION 4: HEALTH AND SAFETY OF EMPLOYEES AND CITIZENS

4.01 ANTI-DRUG AND DRUG TESTING POLICY

The City of Rio Dell takes reasonable measures within our power to establish a drug-free workplace as required by the Drug-Free Workplace Act. The City prohibits and does not tolerate the possession or use of alcohol or illegal drugs at any time during the workday or anywhere within the City's facilities, properties, or in its vehicles.

Employees are forbidden to sell or make other transactions involving illegal drugs during work or on City's facilities, properties, or in its vehicles. Any sale of illegal drugs during work or on the City's premises, facilities, or in City vehicles will result in disciplinary action, up to and including discharge, for any violations reasonably believed to have been committed.

The City of Rio Dell prohibits the unlawful manufacture, distribution, dispensation, and possession of drugs and alcohol on City's premises or while conducting business off City's premises.

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not be under the influence of any substance that affects their ability to perform their job functions.

Employees using drugs or other substances, whether illegal, over-the-counter, or by a prescription, that may influence the employee's ability to perform their job functions should inform their Supervisor as soon as possible. Such employees are responsible for disclosing to their Supervisor the possible side effects of the drug on work performance and the expected duration of its use.

1. Testing of Applicants for Employment

As part of the City of Rio Dell's employment screening process, any applicant for a City position, to whom a conditional offer of employment has been made, must pass a pre-employment drug and alcohol test under the procedures described below. The offer of employment is contingent upon a negative test result.

2. Testing of Employees in Designated Safety-Sensitive Positions

It is the belief of the City that the use of drugs or alcohol, or being under the influence, by employees in safety-sensitive positions jeopardizes the welfare and safety of our employees, visitors, and the public. Employees in safety-sensitive positions may be required to submit to annual drug testing, under the procedures described below. The City Manager or his/her designee will schedule the testing. Safety-sensitive positions include the following:

- Any employee who operates a City vehicle on a regular routine basis as part of their normal work activities;
- Any employee who has a Class A or B driver's license as required by the City;
- Any employee who operates City heavy equipment. (i.e. backhoe, dump truck);
- Department Directors and Supervisors.

If an employee refuses to cooperate with the administration of a drug test, the refusal will be handled in the same manner as a positive result.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed. Violators of this policy also may be subject to arrest and/or prosecution by law enforcement authorities.

If you know of possession or use of alcohol or illegal drugs by employees, you are encouraged to discuss your question, problem, complaint, or report with the Department Head.

If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, please refer to the City's Whistleblower Policy.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make the possession and/or use of alcohol or illegal drugs by an employee known should the situation exist.

3. Testing of Employees Who Regularly Operate Vehicles or Heavy Equipment Reasonably Suspected to be Under the Influence of Drugs and/or Alcohol.

If an employee who regularly operate vehicles or heavy equipment (i.e. backhoe, dump truck) is reasonably suspected to be under the influence of drugs and/or alcohol during work hours he/she shall be required to submit to an immediate drug and/or alcohol test to determine if the employee has used drugs and/or alcohol during work hours.

Reasonable suspicion can only be initially determined by the City Manager and/or a Department Head if the one of the factors below is apparent:

- Observable phenomena, such as direct observation of drug and/or alcohol use, or possession, or the physical symptoms of being under the influence of a drug;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking ("trafficking" could also mean "distribution");
- Information provided either by reliable and credible sources or independently corroborated; or
- Evidence that the employee had tampered with a previous drug test.

If the City Manager and/or Department Head determine that there is a reasonable suspicion that an employee who regularly operate vehicles or heavy equipment (i.e. backhoe, dump truck) is under the influence of drugs and/or alcohol during work hours the City Manager and/or Department Head shall immediately contact law enforcement to make an independent assessment that a reasonable suspicion exists.

If the law enforcement officer makes the assessment that a reasonable suspicion exists that an employee who regularly operate vehicles or heavy equipment (i.e. backhoe, dump truck) is under the influence of drugs and/or alcohol during work hours, that employee shall submit to an immediate drug and/or alcohol test by an independent agency.

If an employee refuses to cooperate with the administration of a drug test, the refusal will be handled in the same manner as a positive result.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed. Violators of this policy also may be subject to arrest and/or prosecution by law enforcement authorities.

4. Workplace Injuries.

Employees with work related injuries will be asked to submit to post-injury drug testing within 24 hours.

4.02 CARELESSNESS POLICY

The City of Rio Dell prohibits and does not tolerate carelessness, substandard or hazardous work practices within its facility, on its property, or while conducting organization business.

The City expects and demands that its employees perform their employment duties with care and attention to the customer, client, and citizen needs, the safety and welfare of fellow employees and to the City of Rio Dell quality standards and requirements. Employees who are careless or negligent in performing their jobs duties will be subject to disciplinary action, up to and including immediate discharge.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed.

If you know of a careless or negligent act or behavior, you must report the act or behavior to your Supervisor/Department Head. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager.

4.03 CONCEALED WEAPONS

The City of Rio Dell prohibits, forbids, and does not tolerate weapons at the City's facility, on the organization's property, or at any event sponsored by the City.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other object that could be used to harass, intimidate, or injure another individual, employee, manager, supervisor or department head.

Positions that by their classification are required to carry weapons or equipment defined as a weapon by City policy are excluded from discipline.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed.

If you know of any employee possessing a weapon, you are encouraged to discuss your question, problem, complaint, or reports with your Supervisor/Department Head. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make violence and threats of violence known should they exist.

4.04 EMPLOYEE HEALTH AND SAFETY

The City of Rio Dell is committed to providing a healthy and safe work environment. The City wants each employee to recognize his/her responsibilities to safe employment and requires that each employee live up to these responsibilities.

If you observe conduct that creates an unsafe workplace, you must report the conduct to your Department Head immediately. If you feel uncomfortable doing so or if your Supervisor/Department Head is the source of the problem, condones the problem, or ignores the problem, report to the City Manager.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make unsafe conditions known should they exist.

4.05 VIOLENCE/THREATS OF VIOLENCE

The City of Rio Dell prohibits and does not tolerate violent acts within its facility, on its property, or while conducting City business.

Acts of violence, threats, or threatening behavior against employees, visitors, guests or other individuals by anyone on City property will not be tolerated. This includes, but is not limited to, intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury. All threats of violence will be viewed with the assumptions that they will be carried out.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed. Violations of this policy may also result in arrest and/or prosecution. Immediate threats should be reported to security and the Supervisor of the area of occurrence.

If you know of a violent act or behavior, you must report the act or behavior to the Department Head. If you feel uncomfortable doing so or if your Supervisor is the source of the problem, condones the problem, or ignores the problem, refer to the Whistleblower Policy.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make violence and threats of violence known should they exist.

SECTION 5: BENEFITS AND LEAVE

5.01 ADMINISTRATIVE PAY CORRECTIONS

The City of Rio Dell tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Payroll Department immediately so that the error can be corrected as quickly as possible. Any overpayment to an employee may be adjusted from future compensation, where permitted by law.

5.02 BEREAVEMENT LEAVE

The City of Rio Dell provides bereavement leave to employees who need to take time off because an immediate family member has died. To ask for bereavement leave, see your Department Head.

Regular full-time employees are eligible for up to five (5) days of bereavement leave with pay.

While you are on a paid bereavement leave, you will get your base pay rate but you will not get any special forms of pay, such as incentives, commissions, bonuses, or shift differentials.

We normally will give you bereavement leave unless there are business reasons that require you to be at work. With your Department Head's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off.

For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchild.

5.03 COMPENSATORY TIME OFF POLICY

A. A non-exempt employee may opt to accrue compensatory time-off (CTO) in lieu of cash payment for overtime worked if his or her Supervisor agrees prior to overtime work being performed.

B. CTO accrues at the rate of 1.5 hours for each hour worked over 40 hours of actual work in the employee's work week. CTO cannot be accumulated in excess of the number of hours allowed under the employee's Memorandum of Understanding or written Employment Agreement at any given time.

C. The City will grant an employees' request to use accumulated CTO provided that: (1) the department can accommodate the use of CTO on the day requested without undue disruption; and (2) the employee makes the request in writing to the Supervisor no later than five (5) days prior to the date requested. If the employee does not provide five (5) days' notice, or if the department cannot accommodate the time off, the City will provide the employee the opportunity to cash out the CTO requested at the end of the current pay period.

D. The City reserves the right to cash out accumulated CTO at any time.

E. During employment, CTO is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary differentials). Employees separating from City service shall be compensated for all accrued, unused compensatory hours at the current FLSA regular rate of pay, or the average regular rate for the prior three years, whichever is higher.

5.04 EDUCATIONAL ASSISTANCE

The City of Rio Dell may provide educational assistance to encourage employees to maintain and improve their job-related skills through formal education.

Regular full-time employees are eligible for educational assistance.

There is no waiting period once you are in an eligible classification. When you start getting educational assistance, you must continue to be an active employee and perform your job satisfactorily to stay in the program.

Not every course is eligible for the educational assistance. To be eligible, a course or a group of courses that are part of a degree, licensing, or certification program must be related to your current job duties or to a position you might have at the City of Rio Dell in the foreseeable future. The City of Rio Dell will make the final decision about whether a course or program is eligible for educational assistance and is related to your current job or a future one. If you have questions about educational assistance, contact the City Manager for more information.

We hope that educational assistance will develop your skills but we do not promise or guarantee that more education will result in promotions, new job assignments, or pay increases.

5.05 EMPLOYEE BENEFITS

The City of Rio Dell gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, Workers' Compensation, state disability, and unemployment insurance.

There are several factors that decide if you are eligible for benefits. One important factor is your employment classification. See your Department Head to find out which benefits you are eligible for.

The following benefit programs are available to eligible employees:

- * Holidays
- * Vacation
- * Sick Leave Benefits
- * Health Insurance
- * Vision/Dental Care Insurance

You may have to pay part or all of the cost for some benefits.

5.06 FAMILY AND MEDICAL LEAVE (FLMA)

Because of the constantly changing laws in regards to FLMA, if you feel that you need to apply for FLMA, please contact your Supervisor/Department Head. They will in turn help you understand the current law.

5.07 HEALTH INSURANCE

Our health insurance plan offers medical, dental, and vision care benefits to eligible employees and their dependents. All regular full-time employees are eligible for certain benefits.

If you have questions about our health insurance plan, contact the Finance Director for more information.

5.08 HOLIDAYS

The City of Rio Dell gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- The day before Christmas or the day after Christmas as requested 30 days in advance by a majority of the employees or as designated by the City Council if no request is made.
- All other days as may be proclaimed by the president of the United States or Governor of the State, when approved by the City Council.

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

If a recognized holiday falls on a Saturday, the City of Rio Dell will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, the City of Rio Dell will observe it on the Monday after the holiday.

If you are eligible for paid holidays and a holiday occurs during the time of your vacation, you will be paid holiday pay not vacation pay.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus their wages at one and one-half times their straight-time rate for the hours they worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees (non-exempt) will receive one (1) floating holiday in each anniversary year. To be eligible for floating holidays, you must complete one (1) year of service as a regular full time employee. To use a floating holiday, you should first ask for advance approval from your Supervisor.

5.09 JURY DUTY

The City of Rio Dell encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to two (2) weeks of paid jury duty leave over any two (2) year period. Employee must endorse to the City any checks or warrants received in payment for jury duty exclusive of mileage for personal vehicle or other out-of-pocket expenses incurred due to jury duty. Upon being excused from jury duty, if four (4) or more hours are left in the employee's workday, the employee shall report back to work.

Regular full-time employees are eligible for jury duty. A full-time employee will be paid at their base rate of pay for the number of hours you would normally have worked that day.

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your Supervisor/Department Head as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or the City may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for the City of Rio Dell.

Subject to the terms, conditions, and limitations of the applicable plans, the City of Rio Dell will continue to provide health insurance benefits for the full period of unpaid jury duty leave. Your vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

5.10 LEAVE OF ABSENCE

A. Department Heads may grant a permanent or probationary employee leave of absence without pay. No leave of absence shall be granted except upon written request of the employee setting forth the reasons for the request, and the approval, if granted, will be in writing. The convenience of the City of Rio Dell shall be a primary consideration in deciding whether or not to grant a leave of absence.

The City Manager may determine that an employee's anniversary date, for purpose of merit pay increase, vacation accrual, or sick leave accrual, may change if leaves of absence taken by the employee exceed ten (10) working days in any one year.

Upon expiration of an approved leave of absence, the employee shall be returned to the same position held at the time leave was granted. Failure on the part of an employee to report promptly at the expiration of such leave may be just cause for disciplinary action, including, but not limited to, discharge.

After an investigation instituted upon his/her own motion or upon complaint, the City Manager may deny or revoke such leave of absence upon determination that it was for the purpose of accepting other employment; enabling the employment of a temporary employee in the same position; improper influence; or for any other purpose contrary to the good of the City of Rio Dell; and appropriate disciplinary action may be instituted.

B. An employee who is absent from duty for any reason shall report the reason thereof to his/her Department Head or an employee of the City immediately on the day of absence or before, if possible.

C. All unauthorized and unreported absences shall be considered as absence without leave and a deduction of pay shall be made for each period of such absence. Voluntary absence without leave for five (5) consecutive working days shall be considered as an automatic resignation from City service, any shorter period of voluntary absence may also be cause of employment termination.

5.11 OVERTIME POLICY

Overtime-eligible employees are not permitted to work overtime except as the Department Head authorizes or directs. Overtime-eligible employees directed to work overtime must do so. Working overtime without advance approval is grounds for discipline.

Unless otherwise stated in a Memorandum of Understanding, "overtime" is all hours an overtime-eligible employee actually works over 40 in his or her work week. Overtime is compensated at 1.5 times the Fair Labor Standards Act (FLSA) regular rate of pay. Only actual hours worked will be counted toward the 40-hour threshold for purposes of calculating FLSA overtime pay. No overtime shall be recorded or reported for less than 15 minutes of work.

5.12 PAYDAYS

The pay periods at the City of Rio Dell run from Saturday through a 14 day period and end on the following Friday. Time sheets are due in the City Hall office on Monday following the end of the pay period by 9 a.m. Paydays are every other Friday. All employees are paid by check or direct deposit on the above-mentioned payday.

5.13 SICK LEAVE

Sick leave with pay shall be granted by the City at a rate of 3.69 hours per payroll period. Payroll is every two weeks. Temporary or intermittent employees or employees who work part-time shall not be entitled to sick leave.

An employee shall be allowed to use one half of their yearly accrual of sick leave for the illness or injury of a parent, child, spouse, or domestic partner. (Labor Code Sections 233 and 234)

Sick leave shall not be considered as a privilege which an employee may use at his/her discretion, but shall be allowed in cases of necessity or actual sickness or disability. Sick leave may be used, with prior Supervisor's approval for dental, eye, and doctor appointments. Employees may accumulate earned sick leave hours without limitations as to maximum number of sick hours accumulated. Holidays occurring during the first thirty (30) days of sick leave shall not be taken as days of sick leave. For the purposes of computing sick leave, each employee shall be considered to work not more than five (5) days each week, and the minimum sick leave chargeable in hourly increments.

Sick leave credit shall continue to accrue while an employee is on sick leave in excess of thirty (30) days or on worker's compensation leave.

In order to receive compensation while absent on sick leave, the employee shall notify his/her Department Head or any employee of the City Clerk's Department prior to or within one (1) working hour after the time set for beginning his/her daily duties or as may be otherwise specified by the employee's Department Head. The City Manager or the employee's Department Head may, if he/she deems it necessary, require of the employee a doctor's certificate of fitness to return to employment and fitness to perform the regular duties of the employee from any employee who has taken three (3) or more consecutive days of sick leave or six (6) or more days during a thirty (30) day period. The Department Head shall not make unreasonable demands for such certification. The Department Head shall revoke pay and sick leave time if the employee has engaged in private or public work while on such leave. Misuse of sick leave privileges is grounds for disciplinary action.

If an employee has not recovered by the time his/her accumulated sick leave is exhausted, he/she may utilize accrued vacation; or a leave of absence without pay may be granted if requested by the employee in accordance with this Employee Handbook..

5.14 TIMEKEEPING

Non-exempt employees are responsible for accurately recording the hours they work. The law requires the City of Rio Dell to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that non-exempt employees spend performing their assigned work.

If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

Non-exempt employees must sign their time records to say they are accurate. Each Supervisor/Department Head will review and initial the time record before submitting it for payroll processing. In addition, if corrections or changes are made to the time record, both you and your Supervisor/Department Head must initial the changes on the time record.

5.15 VACATION BENEFITS

The City of Rio Dell offers vacation time off with pay to regular full-time employees who have been employed with the City for one year. If an employee asks for time off before their one year anniversary, the City Manager will make the decision as to whether it will be granted with or without pay.

You may accrue your vacation up to a maximum of 120 hours. After that time you will only be able to accrue additional vacation time after utilizing some portion of the previously accrued maximum of 120 hours. The smallest amount of vacation time you may use at once is in one (1) hour increments.

5.16 WORKPLACE INJURIES

Upon injury notify your Supervisor/Department Head IMMEDIATELY. Employees with work-related injuries will be asked to submit to post-injury drug testing within 24 hrs.

The City of Rio Dell provides a comprehensive Workers' Compensation Insurance Program to our employees. This program does not cost you anything.

The Workers' Compensation Program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, Workers' Compensation Insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your Supervisor/Department Head immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps

to make sure that you qualify for coverage as quickly as possible and let us investigate the matter promptly.

Workers' Compensation covers only work-related injuries and illnesses. Neither the City of Rio Dell nor its insurance carrier will pay Workers' Compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

DRAFT

TERMS AND DEFINITIONS

As used in this handbook, the following terms shall have the meanings indicated.

ADVANCEMENT: A salary increase within the limits of a pay range.

ANNIVERSARY DATE: Established for the purpose of calculating vacation and sick leave accrual, and shall be twelve (12) months from the first day of permanent employment and annually thereafter.

ANNOUNCEMENT: All examinations for employment by the City shall be publicized by posting announcements in the City Hall, on official bulletin boards, and by such other methods as the City Manager deems appropriate.

APPLICATION FORMS: Applications shall be made as prescribed on the examination announcement. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining physicians' references and fingerprinting. All applications must be signed by the person applying.

APPOINTMENT: After interview and investigation, the Department Head may make appointments from among those qualified candidates under consideration. If the applicant accepts the appointment and presents himself for duty within such period of time as the City Manager shall prescribe, he shall be deemed to be appointed; otherwise, he shall be deemed to have declined the appointment.

BARGAINING UNIT: A group of employees represented by a labor union or employees' association engaged in bargaining with the City.

CLASS: All positions grouped under a common title.

CLOSED EXAMINATION: An examination for a particular class which is open only to employees meeting the qualifications for the class who have permanent status.

DEMOTION: The movement of an employee to a lower rate of pay or a lower level of responsibility.

DEPARTMENT HEAD: Means the City Manager, Chief of Police, Public Works Director, Finance Director, City Clerk and Community Development Director.

DISQUALIFICATION: The Department Head may reject any application which indicates on its face that the application does not possess the minimum qualifications required for the position.

EMPLOYMENT LIST: An open employment list is a list of names of persons who have taken an open-competitive examination and have qualified.

EXCEPTION: The following employees shall serve at the pleasure of the City Council, in accordance with State Law and City Ordinance, unless this provision is contrary to a Memorandum of Understanding entered into between the City of Rio Dell and such employee:

- 1) City Manager
- 2) Management and Confidential employees as defined under the Meyer-Milias-Brown Act, as from time to time amended.

LAY-OFF: The separation of employees from the active work force due to lack of work or funds, or to the abolition of positions by the City Manager due to organizational changes

MEMORANDUM OF UNDERSTANDING: An agreement between the City of Rio Dell and any duly recognized employee association concerning the terms and conditions of employment.

MEET AND CONFER: Contract negotiations for contract employees. The City Manager shall meet and confer with any duly recognized employee association under the Meyer-Milias-Brown Act, on those matters which are subject to the "Meet and Confer" process specified under Section 3505 of the California Government Code or as otherwise agreed to between the City of Rio Dell and any duly recognized employee association pursuant to the terms of any Memorandum of Understanding then in effect.

PART-TIME EMPLOYEE: An employee who normally works no more than thirty (30) hours per week.

PERSONNEL OFFICER: City Manager

PROBATIONARY PERIOD: A working test period during which an employee is required to demonstrate his/her fitness for the position to which he/she is appointed by actual performance of the duties of the position. Ordinarily one (1) year.

PROMOTION: The movement of an employee to a higher rate of pay or responsibility.

PROVISIONAL /TEMPORARY APPONTMENT: A provisional appointment may be made by the Department Head of a person meeting the minimum training and experience qualifications for the position. Such an appointment may be made during the period of suspension or relief from duty of an employee or pending final action on proceedings involving suspension, demotion or discharge of an employee.

RELIEF FROM DUTY: The temporary separation from service of an employee.

RULES OF CONSTRUCTION: Any applicable Memorandum of Understanding entered into between the City and any employee or employee organization shall control over these Rules and Regulations where these Rules and Regulations are silent or inconsistent. These Rules and Regulations shall control where Memoranda of Understanding are otherwise silent.

SELECTION METHODS: In making a selection from among applicants for employment, use may be made of written, oral, or performance tests, evaluations of training and experience, and any combination of these, or any other forms or methods of evaluation which will determine fairly and thoroughly the qualifications of applicants. Investigations of the character, personality, education, experience, and physical and mental fitness may also be made as deemed appropriate.

SENIORITY: Seniority shall be defined as the employee's length of continuous uninterrupted service with the City since his/her date of hire.

SUSPENSION: The temporary separation from service of an employee for disciplinary purposes.

TEMPORARY EMPLOYEE: An employee hired on a temporary basis to fill a position temporarily vacated or to fill a position temporarily required.

TRANSFER: A change of an employee from one position to another position.

TUITION REIMBRUSEMENT: Training which will be beneficial to the City may be approved by the Department Head for tuition reimbursement, provided the operating budget of the City includes funds set aside for such expenses.

VACANCY IN CITY SERVICE: If a vacancy in the City service is to be filled, and there is no re-employment list available for the class, the City Manager shall have the right to decide whether to fill the vacancy by reinstatement, transfer, demotion, appointment from a promotion employment list, appointment from an open employment list or by undertaking such other means of recruitment as he or she deems necessary.

VIOLATION OF RULES: Violation of the provisions of these rules shall be grounds for disciplinary action including suspension, demotion, or discharge.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



TO: Honorable Rio Dell City Council

FROM: Ron Henrickson, City Manager *RH*

DATE: May 29, 2012

SUBJECT: Consideration of Employment Agreements, Rio Dell Employees' Association and Rio Dell Peace Officers Association MOU's

ATTACHMENTS: Employment Agreements and Associations Memorandum of Understandings

Council Action:

- A. By motion receive and file the Employee Agreements and Memorandum of Understandings (MOU's) for the Peace Officers Association and Employees' Association and place them on the Council June 5, 2012 meeting agenda for approval.
- B. Take no action.

Background:

All the Employee Agreements and Association MOU's will expire on June 30, 2012. Employee Agreements include the positions of Chief of Police, Finance Director, City Clerk, Community Development Director, Water and Roads Superintendent and Wastewater Superintendent. The proposed Employment Agreements and MOU's were negotiated with staff and Association representatives

and cover a two year period from July 1, 2012 to June 30, 2014. They have also been reviewed by the City Attorney.

The existing Agreements were negotiated after completion of a salary survey by CPS in 2010 which found that most staff salaries were far below the median for equivalent positions in the market area. At that time the Council established the goal of compensation at the median salary range. However, due to financial constraints for the most part salaries were set at 85% of the median. The purpose of establishing a goal of median wage is threefold: 1. To establish salary schedules that enable the City to retain good staff, 2. To establish salary schedules that enable the City to hire experienced and competent staff if vacancies do occur, and 3. To avoid the significant cost to recruit and train new staff that occurs with constant turnover. It should be noted the City has been successful in retaining management staff over the prior two year period.

The Council also set a goal of developing future budgets based on sustainability. To accomplish this objective positions were eliminated from prior budgets and will again be incorporated into the upcoming 2012-13 budget.

One of the major factors impacting the City's ability to sustain staffing levels is whether the City receives revenue in the form of a grant for Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding or (COPS/SLESF). This funding is provided by the State but is contingent upon legislative approval.

The proposed Agreements and MOU's are structured to begin to close the gap between 85% of median wage and the target of 100% of median wage in addition to providing a minimum cost of living increase. In general, wage increases the first year of the Agreements are set at 2% with an additional 1% only if the City receives at least \$60,000 in COPS/SLESF funding for the fiscal year. This amount more than offsets the additional 1% increase.

In the second year of the proposed Agreements and MOU's incorporates an identical salary schedule increase of two percent plus one percent, again contingent upon COPS/SLESF funding. In addition, staff is only eligible for an increase if they receive a satisfactory performance review and the increase is approved by the City Manager. Thus the proposed salary increase over two years could range from 4% to 6%, partially closing the 15% gap in target salary levels.

Financial Impact:

The 2012-13 budget will incorporate the salary increases and total expenses will be well within projected revenue. The City will not need to use reserve funds as it has done in past years. The 2012-13 budget projects that revenues will exceed expenditures by \$192,273. It is proposed that these monies be used to fund the Capital Improvement Program (CIP) which will be presented to the Council in June or July.

City Manger Recommendation:

The City Manger recommends the Council receive and file the Employee Agreements and MOU's and place them on the June5, 2012 Council agenda for approval. The City Manager also wishes to acknowledge the very fine job that City staff does in serving the community and carrying out their responsibilities.

CITY OF RIO DELL

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF RIO DELL
AND THE
RIO DELL PEACE OFFICERS ASSOCIATION**

July 1, 2012 through June 30th, 2014

ARTICLE I - GENERAL

1. This **MEMORANDUM OF UNDERSTANDING (MOU)** is entered into by representatives of the **City of Rio Dell**, hereafter referred to as the "**City**"; and representatives of the **Rio Dell Peace Officers Association**, hereafter referred to as "**Association**."

2. **RECOGNITION:** Under the Provisions of Resolution No. 570, The City Council of the City of Rio Dell hereby recognizes the Association as the employee organization representing the bargaining unit consisting of the City classifications of Sergeant and Police Officer.

3. **PERSONNEL RULES AND REGULATIONS:** All terms and conditions of the City of Rio Dell Employee Handbook shall apply to this MOU. This MOU is intended to supplement the Employee Handbook for the Unit represented by this MOU. In the event there is a conflict between the Employee Handbook and this MOU, the terms of the MOU shall apply. The City of Rio Dell Employee Handbook is subject to amendment during the term of this MOU at the discretion of the City of Rio Dell City Council.

4. **NON-DISCRIMINATION:** The City and the Association shall comply with all applicable state and federal laws prohibiting discrimination as provided for in the City of Rio Dell Police Department's General Orders and Special Orders directly relating to matters within the scope of representation.

5. **MEET AND CONFER:** Meet and confer sessions shall be set, subject to mutual agreement, as to date, time and place, as authorized by the City of Rio Dell Employee Handbook. Representing of the City as part of the negotiating team, will be the City Manager. The Association will be represented by a negotiation team designated by the Association President.

6. **AGREEMENT COPIES:** Copies of this Agreement, the Employee Handbook of the City of Rio Dell and the Regulations of the City of Rio Dell Police Department shall be made available to all employees of this Unit.

7. **MAINTENANCE OF BENEFITS:** All written rights, privileges, benefits, terms and conditions of employment within the scope of the representation as of this date of this agreement, which are not specifically set forth in this agreement shall remain in full force unchanged during the term of this agreement except by mutual consent, or as otherwise allowed or required by law.

8. **MEMBERSHIP DUES:** Sworn and non-sworn members of the Association shall pay the same dollar amount each pay period as dues to cover administrative costs of the Association including but not limited to membership in PORAC, participation in the PORAC Legal Defense Fund, charitable contributions, and other expenditures as determined by a majority vote of the membership. The City agrees to facilitate the collection of membership dues through payroll deductions and to deposit those funds into the Association's bank account.

ARTICLE II - TERMS

The following terms when used in this Memorandum of Understanding shall have the following meaning:

1. "**ASSOCIATION**" shall mean the Rio Dell Peace Officers Association.
2. "**CITY**" shall mean the City of Rio Dell, California.
3. "**MOU**" or "Memorandum of Understanding" shall mean this document entered into by representatives of the City and the Association.
4. "**EMPLOYEE HANDBOOK**" shall mean the Employee Handbook of the City of Rio Dell, California, adopted by the City Council and may be amended.
5. "**FULL TIME EMPLOYEE**" or "**FULL TIME POLICE OFFICER**" shall mean a member of the unit covered by this Memorandum of Understanding who is employed by the City of Rio Dell for a scheduled period of 80 hours or more per Work Period in a position authorized by the Rio Dell City Council.
6. "**WORK PERIOD**" shall mean a period of 80 hours in two consecutive work weeks.
7. "**COMPENSATORY TIME OFF (CTO)**" shall mean a period of time that is worked to be taken off at another time in lieu of pay.
8. "**UNIT**" shall mean all employees, members and non-members, represented by the Association.
9. "**SWORN EMPLOYEE**" shall mean a member of the association with peace officer powers as defined by the California Penal Code.

ARTICLE III - WORKING CONDITIONS

EMPLOYEES HEALTH AND SAFETY: In order to provide a safe and healthy workplace, each party hereto shall comply with all applicable state and federal laws establishing minimum standards for occupational health and safety.

Work Schedules: The City and the Association agree that the Chief of Police may utilize any of the following work schedules during a two week pay period beginning on a Sunday:

- 10 working days at 8 hours per day.
- 8 working days at 10 hours per day.
- 8 working days at 9 hours per day plus 1 working day at 8 hours or 2 working days at 4 hours each.
- 6 working days at 12 hours per day plus 1 working day at 8 hours or 2 working days at 4 hours each.

It is further agreed between the City and the Association that the Chief of Police may modify the above work schedules to fulfill the needs of the department as they arise.

ARTICLE IV - PROBATION

Probation for original appointments of the Police Department shall not be less than 12 months. However, said probationary evaluation period may be extended where any cumulative absence during the probationary period from the performance of the employee's usual duties is in excess of 80 hours. In calculating said 80 hours, absences attributed to utilization of holiday time, bereavement leave and compensatory time off shall be excluded. If extended under the provisions of this article, the probationary period extension shall be a minimum of one month or an amount of time not less than the total number of hours absent during the probationary period which necessitated implementation of this article, whichever is greater.

ARTICLE V - COMPENSATION

1. WAGES AND SALARIES: Effective July 1, 2012, to June 30, 2013 the salary schedule A for employees represented by the Association shall be as follows:

Schedule A - 2%

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 39,827	\$ 41,184	\$ 42,542	\$ 43,900	\$ 45,257
Police Corporal	\$ 43,809	\$ 45,303	\$ 46,796	\$ 48,290	\$ 49,783
Records Technician	\$ 31,101	\$ 32,161	\$ 33,221	\$ 34,282	\$ 35,342

Step A - Payable during first year of employment.

Step B - Payable during second year of employment subject to performance.

Step C - Payable during third year of employment subject to performance.

Step D - Payable during fourth year of employment subject to performance.

Step E - Payable during fifth year of employment subject to performance.

Advancements to Steps B, C, D, and E require a performance evaluation rating of satisfactory or better. This performance evaluation shall be conducted in the month prior to the scheduled step increase. If an employee is rated below this standard, the employee shall be re-evaluated at six month intervals for reconsideration of a step increase.

Employees who are promoted in rank shall be paid at the same step from which was promoted without loss of seniority, or to a higher step if such is warranted in the judgment of the Chief of Police.

If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary shall be increased as shown on the following schedule B and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Schedule B - 3%

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 40,217	\$ 41,588	\$ 42,959	\$ 44,330	\$ 45,701
Police Corporal	\$ 44,239	\$ 45,747	\$ 47,255	\$ 48,763	\$ 50,271
Records Technician	\$ 31,406	\$ 32,477	\$ 33,547	\$ 34,618	\$ 35,688

During the second year of this MOU Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased, at Employer's discretion without obligation, upon a satisfactory performance review and approval by the City Manager by Two (2) percent above that payable on June 30, 2013. If Schedule A was applicable, then reference Schedule C which represents a 2% increase. If Schedule B was applicable, then reference Schedule D which represents a 2 % increase.

Schedule C - 2% over 2% for the preceding year

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 40,623	\$ 42,008	\$ 43,393	\$ 44,778	\$ 46,163
Police Corporal	\$ 44,685	\$ 46,209	\$ 47,732	\$ 49,255	\$ 50,779
Records Technician	\$ 31,723	\$ 32,804	\$ 33,886	\$ 34,967	\$ 36,049

Schedule – 2% over a 3% increase for the preceding year

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 41,021	\$ 42,420	\$ 43,818	\$ 45,217	\$ 46,615
Police Corporal	\$ 45,123	\$ 46,662	\$ 48,200	\$ 49,738	\$ 51,277
Records Technician	\$ 32,034	\$ 33,126	\$ 34,218	\$ 35,310	\$ 36,402

If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said second year of the MOU Employee's salary shall be increased upon a satisfactory performance review and approval of the City Manager by an additional Two (2) percent of salary payable on June 30, 2013 and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months. If Schedule C was applicable, then reference Schedule E which represents a 2% increase. If Schedule D was applicable, then reference Schedule F which represents a 2% increase.

Schedule E - 3% over a 2% increase

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 41,021	\$ 42,420	\$ 43,818	\$ 45,217	\$ 46,615
Police Corporal	\$ 45,123	\$ 46,662	\$ 48,200	\$ 49,738	\$ 51,277
Records Technician	\$ 32,034	\$ 33,126	\$ 34,218	\$ 35,310	\$ 36,402

Schedule F – 3% over a 3% increase

Job Title	Salary Range				
	A	B	C	D	E
Police Officer	\$ 41,423	\$ 42,836	\$ 44,248	\$ 45,660	\$ 47,072
Police Corporal	\$ 45,566	\$ 47,119	\$ 48,673	\$ 50,226	\$ 51,779
Records Technician	\$ 32,348	\$ 33,451	\$ 34,554	\$ 35,656	\$ 36,759

2. OVERTIME: Under this agreement, overtime is any hours worked in excess of the scheduled work period hours as defined under article II and article III above in accordance with California labor code. All overtime hours worked shall be either paid in either cash, at one and one half times the employee's regular rate of pay, or accumulated as compensatory time at overtime rates up to a maximum accrued amount of eighty (80) hours. Compensatory time does not count as time worked for determining overtime.

Vacation, holiday and sick leave are not considered hours worked for determining overtime. Management and the employees shall make every reasonable effort to schedule time off at a mutually agreeable time. The City's Financial Department shall list accumulated compensatory time on the employees bi-weekly pay stub.

3. STANDBY AND CALL OUT: An employee assigned to the Police Department on standby duty, or called out for duty during off duty hours, shall be compensated as follows:

- a) **CALL OUT:** Sworn shall receive a minimum of two hours time paid if called back to duty.
- b) **STANDBY:** If placed on standby duty, police officers shall receive one hour of straight time for every four hours on standby call. This applies only to sworn employees.
- c) **COURT:** When required to appear in court on unscheduled work days or work shifts, he or she shall receive a minimum of two hours time paid. Officers will make a reasonable effort to contact the District Attorney's office to minimize court time hours.

4. TRAVEL PAY:

Actual travel time shall be counted as time worked.

ARTICLE VI - FRINGE BENEFITS

1. GENERAL: The benefits contained in this Article shall accrue and become available to the employee at the start of full-time employment with the City. These benefits apply to both sworn and non-sworn employees unless stated otherwise.

2. MEDICAL, DENTAL AND VISION INSURANCE: Medical, dental, life and vision insurance benefits shall be provided by the City for all employees of this unit and their dependents. The contribution amount by the City will be 100% of the premium for the employee and 70% of the premium for their dependents. Should the City choose alternative medical coverage during the effective period of this MOU, that alternative insurance shall be of equal or greater comprehensive coverage, than that which is currently in place unless the change was accepted by the Association. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125.00 a pay period total for health, vision and dental coverage. Proof of health insurance must be provided to employer.

3. LIFE INSURANCE: A \$50,000 life insurance policy shall be provided by the City for each regular employee of the unit during the term of employment with the City and the period of this Memorandum of Understanding.

4. DEFERRED COMPENSATION: The deferred compensation plan is the retirement program for the City. The City shall contribute Twenty percent (20%) of the employee's salary for regular hours worked to a deferred compensation plan for officers and Sergeant.

5. SICK LEAVE: Sick leave shall be in accordance with the Employee Handbook except as modified by this Memorandum of Understanding. Sick leave may accumulate with no maximum

limit. When an employee leaves the City's employment, his or her sick leave shall revert back to the City without any compensation for unused sick leave.

6. FAMILY SICK LEAVE AND FAMILY BEREAVEMENT LEAVE: Family sick leave and family bereavement leave shall be in accordance with the Employee Handbook except as modified by this Memorandum of Understanding. Up to three days of accumulated sick leave within a calendar year may be granted to any employee whose employment status normally entitles him or her to vacation and sick leave benefits as may be reasonable or required for care and attendance upon sick members of his or her family upon request to, and approval by the employee's department head. Up to five days of accumulated sick leave within a calendar year may be granted to employees whose employment normally entitles him or her to sick leave and vacation benefits for attending funerals that occur in the employee's immediate family upon request to and approval by the employee's department head. An additional five days may be allowed at the discretion of the Chief of Police. Immediate family is defined in the Employee Handbook.

7. CATASTROPHIC LEAVE (SICK LEAVE TRANSFER): An employee or their designee may request the establishment of a Catastrophic Leave Bank on behalf of the employee. The employee or their designee shall follow the following procedures:

- A. The employee or their designee shall make a request of the Chief of Police for the creation of a sick leave transfer bank, which includes sufficient information to establish a need. The following guidelines shall govern:

An employee who has suffered a medical condition or injury not covered by Workers Compensation Insurance, which has caused an employee to take a medical leave, and who has exhausted their accumulated sick leave and vacation benefits shall qualify for the creation of a sick leave transfer bank (Catastrophic Leave). The need to use sick leave must be supported by a qualified medical opinion. A Catastrophic Leave Bank may also be established if an employee's immediate-family-member has suffered an injury or illness which is life-threatening, as is confirmed by competent medical authority, and there is a demonstrable need for the employee to attend to the so affected immediate-family-member.

A Catastrophic Leave bank is subject to the following restrictions:

1. An employee may not receive Catastrophic Leave donations that exceed 160 hours in any 12-month period.
- B. Any employee who is subjected to this MOU may voluntarily donate Sick Leave to another City employee subject to this MOU under the following condition:
- 1) The donating employee must retain 80 hours of Sick Leave in their Sick Leave bank at the time of any Sick Time transfer.
- C. Once a Catastrophic Leave Bank is established the bank will be supervised by the City Finance Director or their designee. The bank will have a published starting date, and expiration date and history of use.

8. LEAVE OF ABSENCE: Leave of absence shall be in accordance with the Employee Handbook except as modified by this Memorandum of Understanding. In all cases covered by the Family Medical Leave Act, the City shall provide leave in accordance with the requirements of the act. The City Manager may grant a full time regular employee a leave of absence. No leave of absence shall be granted to a probationary employee or part time employees. Requests for leaves of absence shall be submitted in writing by the employee to the Chief of Police who shall consider such requests on individual merits and circumstances before making a recommendation to the City Manager.

9. VACATION TIME: Vacation time shall be in accordance with the Employee Handbook except as modified by this Memorandum of Understanding. Employees covered by this Memorandum of Understanding who are not full time employees shall not be eligible for any paid vacation leave. Employees vacation accrues at the rates below:

Tenure Greater than or equal to:	Less than:	Vacation hours per year	Vacation hours per pay period
date of hire	6 full years	80	3.077
7 full years	11 full years	120	4.615
12 full years	16 full years	160	6.154
17 th year		168	6.462
18 th year		176	6.769
19 th year		184	7.077
20 th year		192	7.385
21 years and beyond		200	7.692

The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the vacation accrual maximum, the employee will not accumulate additional vacation time until such time as the employee's accrued leave is below the maximum amount.

The times at which an employee may take a vacation shall be determined by the employee with due regard for the needs of the department. The Chief of Police or his designee may decline to grant the employee the time off as requested. At no time shall the Chief of Police schedule vacation time off for any employee. Vacation sign-ups shall be handled in accordance with Police Department General Orders.

Vacation credits shall continue to accrue while an employee is on vacation, paid sick leave and/or paid workers' compensation lost time injury. Employees who terminate employment shall be entitled to receive vacation leave, holiday time that they have accrued from the City, and compensatory time which they have accrued from the City. After the employee has completed twelve months of employment, accrued vacation time shall be available to him or her within the following month. Vacation time shall be taken in a minimum of eight hours a day.

10. HOLIDAYS: The following holidays are recognized:

1. January 1st, known as New Year's Day.
2. Third Monday in January, known as Martin Luther King Jr. Day.
3. Presidents' Day in February.
4. Last Monday in May, known as Memorial Day.
5. July 4th, known as Independence Day.

6. First Monday in September, known as Labor Day.
7. November 11th, known as Veterans' Day.
8. Thanksgiving Day, as designated.
9. The day following Thanksgiving Day.
10. December 25th, known as Christmas Day.
11. The day before or after Christmas Day.
12. 1 floating holiday per fiscal year.
13. 1 holiday on the employee's birthday.

Sworn and non-sworn employees who are on a continuous shift schedule are entitled to "holiday time" in lieu of paid holidays. Holiday time is earned as each holiday occurs, whether or not the employee is scheduled to work on the actual holiday date. The City and Association recognize that the intent of holiday time is for time off. The cash out provision should only be necessary when staff resources preclude the scheduling of time off.

Sworn employees working four ten hour days with three days off each week earn ten (10) hours of holiday time as each holiday occurs, whether or not the employee is scheduled to work on the actual holiday date. The sworn employee has the option of being paid the ten (10) hours as straight time or using it as time off on another day within the same work period. Holiday hours may not be banked for use in the future.

Non-sworn employees working five eight hour days with two days off each week earn eight (8) hours of holiday time as each holiday occurs, whether or not the employee is scheduled to work on the actual holiday date. The non-sworn employee has the option of being paid the eight (8) hours as straight time or using it as time off on another day within the same work period. Holiday hours may not be banked for use in the future.

11. DEPARTMENT UNIFORM ALLOWANCE: Whenever a full time police officer of the Police Department is required to wear, on duty, a full insignia uniform, he or she shall be paid for the maintenance, repair and replacement of such uniform at a rate of \$187.50 per calendar quarter, beginning with a payment of \$187.50 upon hire. The initial \$187.50 uniform allowance payment will be deducted from the officer's final paycheck if the officer leaves City employment before his or her probationary period ends. Said uniform allowance is to be paid at the beginning of each quarter for the previous full quarter the full time police officer was required to wear the full insignia uniform. This allowance is recognized to cover the additional cost of a uniform over civilian dress and shall be used strictly for the maintenance, repair, and purchase of uniforms. This fringe benefit is authorized for sworn employees only.

12. WORKERS' COMPENSATION LEAVE: Workers' compensation leave shall be in accordance with State laws and the Employee Handbook except as modified by this Memorandum of Understanding.

13. COMPENSATORY TIME OFF (CTO) BUY-BACK: On one occasion during each fiscal year each Association member may, upon one payroll period of prior notice to the City's Financial Director, receive pay for a block of up to 80 hours of his or her CTO, providing that the employee has at least 40 hours of CTO accumulated at the time of the request. The employee understands that he/she cannot cash out additional CTO during that same fiscal year.

ARTICLE VII- GRIEVANCE PROCEDURE

The grievance procedure for the administration of this Memorandum of Understanding shall be in accordance with the Employee Handbook.

ARTICLE VIII- EVALUATIONS

Employees shall be periodically evaluated in accordance with the City of Rio Dell Police Department's General Orders.

ARTICLE IX- SEPARATIONS

1. RESIGNATIONS: Resignation from City service procedure shall be in accordance with the Employee Handbook.

2. LAYOFF AND REEMPLOYMENT: Layoff from, and reemployment by the City shall be in accordance with the Employee Handbook except as modified by this Memorandum of Understanding. For seniority purposes, management and supervisory personnel are considered to have first seniority status within the department and then those employees of this unit in accordance with the length of service; with the longest continuous service with the City being the most senior. Former employees who are placed on a list for reemployment with this department who were laid-off, shall retain eligibility for re-appointment, based upon accrued seniority for a period of one year from the date when their names were placed on the rehire list. Former employees who are notified for rehire must respond in writing to such notice, indicating their intention, within seven calendar days of receiving such notification. Notice shall be deemed to have been received when sent to the last known address on file with the City, and attempted delivery or delivery is certified by the Postal Service.

3. DISMISSALS: Dismissal from City service procedure shall be in accordance with the Employee Handbook.

ARTICLE X- ASSOCIATION SECURITY

Employees of the City of Rio Dell Police Department other than management and supervisory employees are required to either join the association or pay the Rio Dell Police Officers' Association a service fee in an amount not to exceed the dues paid by members of the Association. However, any employee of the City of Rio Dell Police Department who is represented by the Rio Dell Police Officers' Association and who is a member of a bona fide religious body, sect, etc., which has historically held conscientious objection to joining or financially supporting a public employment organization shall not be required to join or financially support the Rio Dell Police Officers' Association as a condition of employment; such employees shall be required to pay a sum equal to the Association's dues to a non-religious, non-labor charitable fund that is exempt from taxation under Section 501(c) of the IRS Code as a condition of the continued exemption of the requirement of financially supporting the Rio Dell Police Officers' Association. Failure to supply proof of payment to the designated charitable fund will result in the like payments being made to the Rio Dell Police Officers' Funds as a service fee.

ARTICLE XI- DURATION OF AGREEMENT

This Memorandum of Understanding shall be in effect for the period of July 1, 2012 through June 30th, 2014. In the event that this MOU is not replaced by a succeeding MOU on or before June 30th, 2014, this MOU shall be extended so long as good faith negotiations continue.

ARTICLE XII- SAVINGS CLAUSE

If any article or section of this Memorandum of Understanding, or any addendum thereto, shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any article or section should be reinstated by said tribunal, or enactment of superseding authority by any government body other than the City, such article or provision shall be immediately suspended and be of no force and effect. Such invalidation of a part or portion of this Memorandum of Understanding shall not invalidate any remaining portion, if those remaining portions are not contingent upon the operation of the invalidated section. In the event an article or provision of this Memorandum of Understanding is suspended, pursuant to the above, either party to this Memorandum of Understanding has the right to initiate a meeting and confer on the effect of such suspension.

RIO DELL PEACE OFFICERS ASSOCIATION

CITY OF RIO DELL

Joshua Wiener, President Date

Ron Henrickson, City Manager Date

John Beauchaine, Vice President Date

Approved as to form:

Russ Gans, City Attorney Date

**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF RIO DELL AND
RIO DELL EMPLOYEES' ASSOCIATION**

July 1, 2012 to June 30, 2014

ARTICLE 1: PREAMBLE

The City of Rio Dell hereinafter the "City," and representatives of the Rio Dell Employees' Association, hereinafter the "Association," having met and conferred in good faith, have mutually agreed to recommend to the City Council of the City of Rio Dell and the general membership of the Association that the following Memorandum of Understanding (MOU) be adopted and that the terms and conditions set forth herein be implemented.

ARTICLE 2: RECOGNITION

The City Council of the City of Rio Dell hereby recognizes the Rio Dell Employees' Association as the employee organization representing the bargaining unit consisting of other than management, other than contract employees and other than Police Department employees of the City of Rio Dell.

ARTICLE 3: TERM

This MOU shall be effective July 1, 2012 and will continue in effect through June 30, 2014. In the event this MOU is not replaced by a successor MOU on or before June 30, 2014, this MOU shall be extended so long as good faith negotiations continue.

ARTICLE 4: NON-DISCRIMINATION

It is agreed that neither the City nor the Association shall discriminate against any employee because of race, national origin, age, sex, and disability or union membership.

ARTICLE 5: ASSOCIATION SECURITY

When a person is hired in any of the classifications represented by the Association, the City shall notify that person that the Rio Dell Employees Association is the recognized bargaining group for the employee by providing the employee with a copy of the current MOU. Upon receipt of an agreement and authorization for dues deduction signed by an individual employee, the City will withhold legitimate Association dues consistent with the terms of said authorization through payroll deduction and will remit funds so collected to the employee Association on a quarterly basis.

The City shall provide and the Association shall have access to available bulletin board space in employee work areas for the purposes of posting notices of official Association business and information of interest to employees.

Duly appointed and identified representatives of the Association are authorized access to City work locations for the purpose of conducting Association business within the scope of representation. Conduct of business shall occur during employee lunch and other non-duty time, unless otherwise authorized by the City Manager. The Association will notify the City Manager in advance when any City facility is requested to be used for employee meetings.

Employees of the City of Rio Dell other than management or contract employees and Police Department employees are required to either join the Rio Dell Employees' Association or pay the Rio Dell Employees' Association a service fee in an amount not to exceed the dues paid by members of the Association. However, any employee of the City of Rio Dell represented by the Rio Dell Employees' Association who is a member of a bona fide religious body or sect, which has historically held conscientious objection to joining or financially supporting public employment organizations, shall not be required to join or financially support the Rio Dell Employees' Association as a condition of employment. Such employees shall be required to pay a sum equal to Association dues to a non-religious, non-labor, charitable fund exempt from taxation under Section 501(c)(3) of the IRS Code as designated by the objecting employee.

ARTICLE 6: TIME OFF FOR ASSOCIATION BUSINESS

The Association shall notify the City Manager of the names of representatives selected to represent the Association prior to any formal meet and confer session or grievance process. A maximum of three employees shall be allowed reasonable time off, subject to approval of the employee's Department Head, which shall not be unreasonably withheld, without loss of compensation or other benefits when formal meeting with City representatives on matters within the scope of representation.

ARTICLE 7: EMPLOYEE HEALTH & SAFETY

In order to provide a safe and healthy work place each party hereto shall comply with all applicable State and Federal laws establishing minimum standards for occupational health and safety.

ARTICLE 8: SALARY SCHEDULE

Effective July 1, 2012, to June 30, 2013 the salary schedule for employees represented by the Association shall be as follows:

Schedule A - 2%

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 47,758	\$ 49,282	\$ 50,806		
Administrative Assistant	\$ 27,650	\$ 28,592	\$ 29,535	\$ 30,477	\$ 31,420
Administrative Technician	\$ 33,564	\$ 34,708	\$ 35,852	\$ 36,997	\$ 38,141
Fiscal Assistant I	\$ 27,252	\$ 28,181	\$ 29,110	\$ 30,039	\$ 30,968
Fiscal Assistant II	\$ 30,552	\$ 31,594	\$ 32,635	\$ 33,677	\$ 34,718
Office Assistant	\$ 22,625	\$ 23,396	\$ 24,167	\$ 24,939	\$ 25,710
Public Works Leadman	\$ 31,587	\$ 32,663	\$ 33,740	\$ 34,817	\$ 35,894
Senior Fiscal Assistant	\$ 35,030	\$ 36,224	\$ 37,418	\$ 38,612	\$ 39,807
Utility Worker I	\$ 24,958	\$ 25,809	\$ 26,659	\$ 27,510	\$ 28,361
Utility Worker II	\$ 27,467	\$ 28,403	\$ 29,339	\$ 30,276	\$ 31,212

If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary shall be increased as shown on the following schedule B and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Schedule B – 3%

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 48,226	\$ 49,765	\$ 51,304		
Administrative Assistant	\$ 27,921	\$ 28,873	\$ 29,824	\$ 30,776	\$ 31,728
Administrative Technician	\$ 33,893	\$ 35,048	\$ 36,204	\$ 37,359	\$ 38,515
Fiscal Assistant I	\$ 27,519	\$ 28,457	\$ 29,396	\$ 30,334	\$ 31,272
Fiscal Assistant II	\$ 30,851	\$ 31,903	\$ 32,955	\$ 34,007	\$ 35,059
Office Assistant	\$ 22,847	\$ 23,625	\$ 24,404	\$ 25,183	\$ 25,962
Public Works Leadman	\$ 31,896	\$ 32,984	\$ 34,071	\$ 35,158	\$ 36,246
Senior Fiscal Assistant	\$ 35,373	\$ 36,579	\$ 37,785	\$ 38,991	\$ 40,197
Utility Worker I	\$ 25,202	\$ 26,062	\$ 26,921	\$ 27,780	\$ 28,639
Utility Worker II	\$ 27,736	\$ 28,681	\$ 29,627	\$ 30,572	\$ 31,518

During the second year of this MOU Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased, at Employer's discretion without obligation, upon a satisfactory performance review and approval by the City Manager by Two (2) percent above that payable on June 30, 2013. If Schedule A was applicable, then reference Schedule C which represents a 2% increase. If Schedule B was applicable, then reference Schedule D which represents a 2 % increase.

Schedule C - 2% over 2% for the preceding year

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 48,713	\$ 50,268	\$ 51,822		
Administrative Assistant	\$ 28,203	\$ 29,164	\$ 30,126	\$ 31,087	\$ 32,048
Administrative Technician	\$ 34,235	\$ 35,402	\$ 36,569	\$ 37,737	\$ 38,904
Fiscal Assistant I	\$ 27,797	\$ 28,745	\$ 29,692	\$ 30,640	\$ 31,588
Fiscal Assistant II	\$ 31,163	\$ 32,225	\$ 33,288	\$ 34,350	\$ 35,413
Office Assistant	\$ 23,077	\$ 23,864	\$ 24,651	\$ 25,437	\$ 26,224
Public Works Leadman	\$ 32,218	\$ 33,317	\$ 34,415	\$ 35,513	\$ 36,612
Senior Fiscal Assistant	\$ 35,730	\$ 36,948	\$ 38,167	\$ 39,385	\$ 40,603
Utility Worker I	\$ 25,457	\$ 26,325	\$ 27,193	\$ 28,060	\$ 28,928
Utility Worker II	\$ 28,016	\$ 28,971	\$ 29,926	\$ 30,881	\$ 31,836

Schedule D - 2% over a 3% increase for the preceding year

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 49,191	\$ 50,760	\$ 52,330		
Administrative Assistant	\$ 28,479	\$ 29,450	\$ 30,421	\$ 31,392	\$ 32,363
Administrative Technician	\$ 34,571	\$ 35,749	\$ 36,928	\$ 38,107	\$ 39,285
Fiscal Assistant I	\$ 28,070	\$ 29,027	\$ 29,983	\$ 30,940	\$ 31,897
Fiscal Assistant II	\$ 31,469	\$ 32,541	\$ 33,614	\$ 34,687	\$ 35,760
Office Assistant	\$ 23,304	\$ 24,098	\$ 24,892	\$ 25,687	\$ 26,481
Public Works Leadman	\$ 32,534	\$ 33,643	\$ 34,752	\$ 35,861	\$ 36,971
Senior Fiscal Assistant	\$ 36,081	\$ 37,311	\$ 38,541	\$ 39,771	\$ 41,001
Utility Worker I	\$ 25,707	\$ 26,583	\$ 27,459	\$ 28,336	\$ 29,212
Utility Worker II	\$ 28,291	\$ 29,255	\$ 30,219	\$ 31,184	\$ 32,148

If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said second year of the MOU Employee's salary shall be increased upon a satisfactory performance review and approval of the City Manager by an additional Two (2) percent of salary payable on June 30, 2013 and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months. If Schedule C was applicable, then reference Schedule E which represents a 2% increase. If Schedule D was applicable, then reference Schedule F which represents a 2 % increase.

Schedule E 3% over a 2% increase

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 49,191	\$ 50,760	\$ 52,330		
Administrative Assistant	\$ 28,479	\$ 29,450	\$ 30,421	\$ 31,392	\$ 32,363
Administrative Technician	\$ 34,571	\$ 35,749	\$ 36,928	\$ 38,107	\$ 39,285
Fiscal Assistant I	\$ 28,070	\$ 29,027	\$ 29,983	\$ 30,940	\$ 31,897
Fiscal Assistant II	\$ 31,469	\$ 32,541	\$ 33,614	\$ 34,687	\$ 35,760
Office Assistant	\$ 23,304	\$ 24,098	\$ 24,892	\$ 25,687	\$ 26,481
Public Works Leadman	\$ 32,534	\$ 33,643	\$ 34,752	\$ 35,861	\$ 36,971
Senior Fiscal Assistant	\$ 36,081	\$ 37,311	\$ 38,541	\$ 39,771	\$ 41,001
Utility Worker I	\$ 25,707	\$ 26,583	\$ 27,459	\$ 28,336	\$ 29,212
Utility Worker II	\$ 28,291	\$ 29,255	\$ 30,219	\$ 31,184	\$ 32,148

Schedule F 3% over a 3% increase

Job Title	Salary Range				
	A	B	C	D	E
Accountant II	\$ 49,673	\$ 51,258	\$ 52,843		
Administrative Assistant	\$ 28,758	\$ 29,739	\$ 30,719	\$ 31,700	\$ 32,680
Administrative Technician	\$ 34,910	\$ 36,100	\$ 37,290	\$ 38,480	\$ 39,670
Fiscal Assistant I	\$ 28,345	\$ 29,311	\$ 30,277	\$ 31,244	\$ 32,210
Fiscal Assistant II	\$ 31,777	\$ 32,860	\$ 33,944	\$ 35,027	\$ 36,110
Office Assistant	\$ 23,532	\$ 24,334	\$ 25,136	\$ 25,939	\$ 26,741
Public Works Leadman	\$ 32,853	\$ 33,973	\$ 35,093	\$ 36,213	\$ 37,333
Senior Fiscal Assistant	\$ 36,434	\$ 37,676	\$ 38,919	\$ 40,161	\$ 41,403
Utility Worker I	\$ 25,959	\$ 26,843	\$ 27,728	\$ 28,613	\$ 29,498
Utility Worker II	\$ 28,568	\$ 29,542	\$ 30,516	\$ 31,490	\$ 32,464

ARTICLE 9: TRAINING

The City Manager and Department Heads will work with Association representatives on training needs for represented employees. Travel time will be treated as regular hours worked.

ARTICLE 10: INSURANCE

MEDICAL, DENTAL AND VISION INSURANCE: Medical, dental, life and vision insurance benefits shall be provided by the City for all employees of this unit and their dependents. The contribution amount by the City will be 100% of the premium for the employee and 70% of the premium for their dependents until June 30th, 2014. Should the City choose alternative medical coverage during the effective period of this MOU, that alternative insurance shall be of equal or greater comprehensive coverage, than that which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125.00 a pay period for health, vision and dental coverage. Proof of health insurance must be provided to employer.

LIFE INSURANCE: A \$25,000 life insurance policy shall be provided by the City for each regular employee of the unit during the term of employment with the City and the period of this Memorandum of Understanding, except the Accountant II who shall receive \$50,000 coverage.

ARTICLE 11: DEFERRED COMPENSATION

The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

ARTICLE 12: SICK LEAVE

Sick leave earnings at the rate of eight hours per month shall be granted. Rules pertaining to the use of sick leave are detailed in the Rio Dell Personnel Rules.

Upon the employee's separation from City service, he or she shall be paid for any accrued sick leave beginning after five years of full time employment based upon the following schedule:

5 – 7 years	-	10%
8 – 12 years	-	15%
13 – 20 years	-	20%
21 + years	-	25%

The amount paid out under this Article shall not exceed 240 hours.

ARTICLE 13: JURY DUTY

An employee who is required to report for jury duty shall receive full pay for such absence from work. Mileage expenses will be paid to the employee by the court directly and are therefore ineligible for reimbursement by the City. Upon being excused from jury duty, if four or more hours are left in the employee's workday the employee shall report back to work. The employee shall provide the employer documentation from the court detailing the time served for each day the employee is required to report for jury duty.

ARTICLE 14: VACATION LEAVE

All full-time employees shall be entitled to annual vacation leave with full pay. The times during which an employee may take vacation time shall be determined by the Department Head with due regard for the employee's request. No accrued vacation time may be used prior to completion of probation, unless authorized by the City Manager. Vacation leave shall be taken in minimum increments of four hours. All employees shall accrue vacation pursuant to the following schedule, based on continuous years of service:

<u>Tenure</u> <u>Greater than</u> <u>Or equal to:</u>	<u>Less than:</u>	<u>Vacation</u> <u>hours</u> <u>per year</u>	<u>Vacation</u> <u>hours per</u> <u>pay period</u>
Date of hire	6 full years	80	3.077
6 full years	11 full years	120	4.615
11 full years	16 full years	160	6.154
16 full years	17 full years	168	6.462
17 full years	18 full years	176	6.769
18 full years	19 full years	184	7.077
19 full years	20 full years	192	7.385
20+ full years		200	7.692

Employees who terminate employment shall be entitled to receive vacation leave pay in a lump sum for all accrued vacation leave earned prior to the effective date of termination not to exceed the one year accrual limit up to a maximum of 120 hours.

Holidays occurring during vacation leave shall not be counted as days of vacation. Vacation credit shall continue to accrue when an employee is on vacation or the first thirty days of sick leave. Employees shall not be recalled from vacation time unless the City has declared that a state of emergency exists.

SECTION 15. ACCRUED VACATION LEAVE

The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum, the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

ARTICLE 16: HOLIDAYS

The following days shall be recognized and observed as paid holidays during the fiscal year:

1. New Year's Day, January 1
2. Martin Luther King, Jr. Day, third Monday in January
3. Presidents' Day, third Monday in February
4. Memorial Day, last Monday in May
5. Independence Day, July 4th
6. Labor Day, first Monday in September
7. Veterans' Day, November 11th
8. Thanksgiving Day, fourth Thursday in November
9. Friday following Thanksgiving Day
10. Christmas Day, December 25th
11. Day before or after Christmas Day
12. One Floating Holiday per Fiscal Year

The Association shall inform the City Manager at least thirty days prior to December 25 regarding the choice to take the day before or day after Christmas as a holiday. When a holiday falls on a Saturday, the preceding Friday shall be a paid holiday. When a holiday falls on a Sunday, the Monday following shall be a paid holiday.

An Association employee required to work on a holiday provided for herein, shall receive holiday pay which shall be either:

1. Their regular pay plus compensatory time off at the rate of one hour of compensatory time for each hour worked.
2. Their regular rate of pay plus one hour of pay for each hour worked.

ARTICLE 17: OVERTIME

Overtime shall mean the time that an employee is required to work in excess of forty hours per week in accordance with the California labor code. The workweek shall begin at 12:01 am on Saturday each week. Employees required to work more than eight hours per day or forty hours in a workweek shall be eligible for overtime pay at one and one-half time their regular rate of pay or compensatory time off at the option of the employee. Compensatory time shall accrue at the rate of time and one-half to a maximum amount not to exceed sixteen (16) hours. In the event of an occurrence which required an extraordinary amount of overtime the City Manager can approve an increase in the maximum amount of compensatory time accrued and a reasonable extension of time in which to use it. An employee desiring to use earned compensation time off must first obtain department head approval, which will not be unreasonably withheld. Compensation time off-hours shall be paid to an employee upon separation from City service.

ARTICLE 18: PUBLIC WORKS SCHEDULING

Public Works employee work weeks shall be scheduled at least 14 days in advance with due consideration given to factors such as seniority and qualifications when scheduling Saturday, Sunday and holiday duty.

ARTICLE 19: STAND-BY AND CALL-OUT

An employee called-out for work during off duty hours shall be compensated with a minimum of two hours of overtime, regardless of actual hours worked. An employee required to be on call after hours shall be compensated \$100.00 for every seven (7) days of on call duty regardless of actual hours worked. A second on-call employee shall be compensated \$50.00 for every seven (7) days of on-call duty, regardless of actual hours worked.

ARTICLE 20: ACTING PAY

An employee covered by this MOU shall only be required to perform the supervisory duties of his or her supervisor when the supervisor is absent from the position and upon specific written assignment by the City Manager. Employees so assigned shall be compensated at an additional rate of one-half the difference between his or her pay and that of the supervisor; provided, however, that the employee shall only receive such additional compensation when the assignment is for eleven consecutive work days or more. The City shall not rotate employee shifts for the purpose of avoiding payment of such compensation.

ARTICLE 21: UNIFORM AND SAFETY EQUIPMENT

Whenever a full-time Public Works employee is required to have, or while on duty, wear protective clothing as defined by IRS Publication 529, he or she shall be reimbursed for the purchase of said protective gear in an amount not to exceed \$325 per fiscal year upon presentation of applicable expense receipts. Protective clothing as defined by the IRS includes: safety boots, safety glasses, hard hats, work gloves, etc.

ARTICLE 22: LAYOFF AND RE-EMPLOYMENT

Whenever it becomes necessary for employees to be laid off because of lack of work or lack of funds, all probationary employees of the department shall be laid-off before any regular full-time employees. If additional reductions are necessary, regular full-time employees shall be laid off in reverse order of their seniority within a department in the same job classification. Employees laid off shall be given written notice of such layoff at least thirty days prior to the effective date of the layoff. The names of employees laid off shall be placed on a re-employment list for the position. Persons on such lists shall retain eligibility for appointment there from in order of accumulated seniority for a period of two years from the date their names were placed on the list. Persons notified for rehire must respond in writing to such notice within seven calendar days of receiving such notification. Notice shall be deemed to have been received when sent to the last known address on file with the City and attempted delivery or delivery is certified by the Postal Service.

SECTION 23: AUTOMOBILE

For those employees who are required to have a valid driver's license and operate City vehicles failure to maintain a valid driver's license or failure to maintain an insurable driving standard as defined by City's insurance coverage shall be cause for termination. Subject employees shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

If employee's duties require that they have the use of employee's automobile to perform Employer's business. Employee's use of their private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the IRS. Subject to all of the provisions of City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Proof of said insurance in force during the period of employment must be provided to employer. Failure to maintain a valid driver's license shall be cause for termination.

ARTICLE 24: PERSONNEL RULES APPLICABLE

Rather than duplicate personnel rules applicable to all employees, this article incorporates by reference the Rio Dell Personnel Rules Resolution and Rio Dell Employer-Employee Organization Relations Resolution regarding the following subjects: Disciplinary Actions, Grievance Procedure, Impasse Procedure, Counseling and Unfavorable Reports, Employee Performance Evaluation, Personnel Files, Family Sick Leave and Bereavement Leave, Leave of Absence, Maternity Leave and Worker's Compensation Leave.

ARTICLE 25: MAINTENANCE OF BENEFITS

All written rights, privileges, benefits, terms and conditions of employment within the scope of representation as of the date of this MOU which are not specifically set forth in this MOU shall remain in full force, unchanged during the term of this MOU except by mutual consent or otherwise allowed or required by law.

**CITY OF RIO DELL
CHIEF OF POLICE
CONTRACT AGREEMENT**

This employment agreement (this "Agreement"), is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" or "City" and **Graham G. Hill**, hereinafter referred to as "Employee" or "Chief of Police", both of whom understand as follows:

RECITALS

A. WHEREAS, Employer desires to employ the services of said Graham G. Hill as **CHIEF OF POLICE** of the City of Rio Dell; and

B. WHEREAS, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. WHEREAS, Employee desires to accept employment as the Chief of Police of the said City.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES Employer hereby agrees to employ **GRAHAM G. HILL** as **CHIEF OF POLICE** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the City Manager shall from time to time assign.

SECTION 2. TERM; EMPLOYMENT TERMINATION NOTICE; SEVERANCE

A. Term. The term of this Agreement shall be from July 1, 2012 through June 30, 2014, unless terminated earlier as provided in this Section 2 or Section 3 of this Agreement, below.

B. Voluntary Resignation by Employee. Employee may resign at any time during the term of this Agreement by providing Employer with thirty (30) days written notice prior to resignation. Should Employee resign, he shall be entitled to salary and benefits accrued up to the last day Employee is on the job or up to the expiration of the thirty (30) day notice period, whichever date shall first occur.

C. Employer Issued Employment Termination Notice. At any time during the term of this Agreement, Employer shall have the right, in Employer's discretion, to terminate Employee's employment with the City, with or without cause, upon providing ninety (90) days written notice to Employee of termination ("Notice of Termination"). Should the City elect to give Notice of Termination, the City has the option to require the Employee to remain at his position for a period of ninety (90) days from date of said Notice of Termination or may require Employee to refrain from performing said duties in which event the Employee shall be paid his regular monthly salary for a period of ninety (90) days from the date of Notice of Termination, unless the termination is for cause as stated below.

D. Severance Pay. If Employee is asked to resign by the City or is provided Notice of Termination, Employee shall receive a cash severance payment, or payments (without interest) at intervals specified by Employee totaling 3 months (90 days) salary and benefits.

E. Non-Payment of Severance Under Certain Conditions. If the termination of Employee's employment is the result of conviction of a felony, he shall not be paid any severance pay.

SECTION 3. FOR CAUSE TERMINATION; SUSPENSION, DEMOTION OR

REMOVAL Subject to all terms of this Agreement, the Peace Officer Bill of Rights pursuant to the California Public Safety Officers Procedural Bill of Rights Act (California Government Code §§3300-3311) shall be followed by City in the event of suspension, demotion or dismissal. Without limitation on the forgoing, conviction of a felony shall be grounds for immediate termination without severance pay, as stated in this Agreement.

SECTION 4. DISABILITY Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Council, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Council. Employer shall also pay to Employee severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, of payment in lieu of notice. All benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY Employer agrees to pay Employee for their services rendered an annual salary of Eight One Thousand One Hundred Thirty One Dollars (\$81,131) beginning July 1, 2012 through June 30, 2013, payable in installments at the same time intervals as other employees of Employer are paid. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary shall be increased to Eighty One Thousand Nine Hundred Twenty Six Dollars (\$81,926) and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased upon approval of the City Manager following a performance review by two percent (2%) above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary may be increased upon approval of the City Manager by an additional one percent (1%) of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION The City Manager shall review and evaluate the performance of the Employee not later than twelve (12) and twenty four (24) months from the effective date of this Agreement using such procedures as he deems appropriate. From time to time the City Manager and Employee shall define such goals and performance objectives determined necessary for the proper operation of the Department and City. In the attainment of policy objectives, the relative priority among those various goals and objectives shall be reduced to writing and considered as part of the annual performance review.

SECTION 7. HOURS OF WORK It is recognized that Employee must devote a great deal of time outside normal office hours to the business of Employer and shall be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager in consideration of the annual salary above defined. Employee acknowledges that the position of Chief of Police is an administrative level, supervisory position exempt from rights to overtime pay under California Wage and Hour law and regulations.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

SECTION 9. AUTOMOBILE Employee's duties require that he shall have the use at all times during his employment with Employer an automobile to perform Employer's business. Employee may take the vehicle home at night to expedite response time to a call when necessary. Employee will not use the City vehicle for personal use without prior permission from the City Manager. Driving a City vehicle is a requirement of performing the job. Employee shall maintain a valid driver's license and maintain insurable driving status as defined by City's insurance coverage. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

SECTION 10. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME Employee will receive eighty (80) hours of executive leave each fiscal year. The taking of vacation and executive leave time shall be coordinated with and approved by the City Manager, who shall not unreasonably withhold their approval.

Employee may be paid any unused portion on the first pay period of December and/or the first pay period of June. Employee will accrue sick leave eight (8) hours each calendar month actually worked by Employee, and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays granted to the Rio Dell Peace Officers Association.

SECTION 11. ACCRUED VACATION LEAVE The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT Employer agrees to reimburse the Employee such verifiable work related out-of-pocket expenses incurred by the Employee provided they are preapproved by the City Manager in writing. Employee shall submit an itemization schedule of his out-of-pocket expenses in writing in the form of a purchase order for payment.

SECTION 13. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT Medical, Dental and Vision Insurance shall be provided for the Chief of Police as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 14. DEFERRED COMPENSATION The Employer does not yet participate in the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to Twenty Three percent (23%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

SECTION 15. LIFE INSURANCE A term life insurance policy in the amount of Seventy Five Thousand Dollars (\$75,000.00) shall be provided by the Employer for the Employee, with the Employee entitled to designate Employee's beneficiary.

SECTION 16. AGREEMENT EFFECTIVE This Employment Agreement shall become effective July 1, 2012, and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 17. INDEMNIFICATION Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as CHIEF OF POLICE. Employer will defend and, if appropriate, attempt to compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any criminal acts, intentional torts or willful misconduct of Employee.

SECTION 18. BONDING Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 19. DUES AND SUBSCRIPTIONS Employer agrees to budget and pay for the professional dues and subscriptions of Employee necessary for his contribution and participation in the:

- 1). California Police Officer's Association;
- 2). California Police Chief's Association; and
- 3). Law Enforcement Chief's Association of Humboldt

Employee shall distribute to and share with the City Manager written material and information distributed by the above associations.

SECTION 20. LICENSING AND TRAINING Employer agrees to budget and pay for the professional licensing and continued education of Employee for training provided by the California Peace Officers Association, The California Police Chief's Association, and the California Commission on Peace Officer Standards and Training. Employee is encouraged to enroll in and complete the POST Management Course and the POST Executive Course as time permits.

SECTION 21. TRAVEL EXPENSES Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

SECTION 22. ATTORNEY'S FEES Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

SECTION 23. NOTICES Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER

**City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562**

EMPLOYEE

**Graham G. Hill
275 Ogle Avenue
Rio Dell, California 95562**

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 24. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee
- C. This Agreement shall become effective commencing immediately, subject to Section 15 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement (including all exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or amended except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.
- F. Representation by Counsel: Employee and City acknowledge that they each did, or had the opportunity to, consult with legal counsel of their respective choices with respect to the matters that are the subject of this Agreement prior to executing it.

IN WITNESS WHEREOF, the City of Rio Dell has caused this Agreement to be signed and executed in its behalf by its City Manager, and the Employee has signed and executed this Agreement, in duplicate, the day and year first above written.

EMPLOYEE

Graham G. Hill, Employee Date

EMPLOYER

Ron Henrickson, City Manager Date

Approved as to form:

Russ Gans, City Attorney Date

**CITY OF RIO DELL
COMMUNITY DEVELOPMENT DIRECTOR
EMPLOYMENT AGREEMENT**

This Employment Agreement (this "Agreement") is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and **Kevin Caldwell**, hereinafter referred to as "Employee" or "**Community Development Director**", both of whom understand as follows:

RECTIALS

A. WHEREAS, Employer desires to employ the services of said **Kevin Caldwell** as **Community Development Director** of the City of Rio Dell; and

B. WHEREAS, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. WHEREAS, Employee desires to accept employment as the **Community Development Director** of the said City;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES. Employer hereby agrees to employ **Kevin Caldwell** as **Community Development Director** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the Community Development Director shall from time to time be assigned. These duties may include tasks related to planning, housing, building, code compliance and economic development projects.

SECTION 2. TERM. This Agreement shall remain in effect through June 30, 2014, unless Employee's term of employment is terminated earlier as provided in this Section 2 or Section 3 of this Agreement, or by the voluntary resignation of Employee. Should Employee elect to resign, Employee shall provide Employer with thirty (30) days written notice prior to resignation.

For purposes of calculating the anniversary date for annual salary increases the date shall be March 14, 2011, his date of hire as Housing Program Director.

- a. **Termination from Employment; 90 Day Limitation on Termination and Severance Pay.** Except in the event of immediate termination for cause as a result of a conviction or a plea of no contest to a felony as stated in Section 2.b. of this Agreement, below, the Community Development Director shall not be terminated from employment within the ninety (90) day period following the appointment of a new City Manager. The purpose of this provision is to allow any newly appointed City Manager to directly observe the actions and ability of the Community Development Director in the performance of the powers and duties of his office. In all other circumstances, the Community Development Director can be terminated from employment **with or without cause and for any reason (or no reason at all)** following two (2) weeks written notice from the City Manager, and without notice under Section 2.b. of this Agreement. In the case of employment termination prior to expiration of this Agreement (i.e., prior to June 30, 2014) the Community Development Director shall be entitled to receive severance in a lump sum and all unused vacation, and executive leave time, **as Employee's sole and exclusive remedy and right(s) to payment at employment termination.** "Severance" shall be paid according to the following schedule:

<u>Years of Continuous Service</u>	<u>Severance Pay</u>
0-1 year	2 months salary
1-2 years	3 months salary
2-3 years	4 months salary
3-4 years	5 months salary

- b. **Severance Payment Exception.** Should the Community Development Director be terminated for cause or as a result of a conviction or plea of no contest to a felony no severance pay will be provided upon employment termination. If the Community Development Director voluntarily leaves employment with the City of Rio Dell or resigns, no severance pay will be provided upon separation.

SECTION 3. SUSPENSION OR REMOVAL. The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell at any time during the term of this Agreement pursuant to Section 2 above or to the provisions of any applicable City of Rio Dell Ordinances.

SECTION 4. DISABILITY. Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Manager, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Manager. Employer shall also pay to Employee a severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, or payment in lieu of notice. All

benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY. Employer agrees to pay Employee for their services rendered an annual salary of Seventy Two Thousand Six Hundred Eighty One Dollars (\$72,681) beginning July 1, 2012 through March 13, 2013, payable in installments at the same time as other employees of Employer are paid. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said period Employees salary shall be increased to Seventy Three Thousand Three Hundred Ninety Four Dollars (\$73,394) and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months during the period.

Upon review and approval of the City Manager said annual salary may be increased March 14, 2013 to step C.

Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased upon approval of the City Manager following a performance review by Two (2) percent above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary may be increased upon approval of the City Manager by an additional One (1) percent of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION. The City Manager shall review and evaluate the performance of the Employee in February of 2013 and June of 2013 using such procedures as he/she determines appropriate. From time to time as may mutually be deemed appropriate, the City Manager and Employee shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Department and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

SECTION 7. HOURS OF WORK. It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off other than eighty (80) hours of executive leave. Employer through the City Manager may accommodate a flexible schedule in the form of a modified work week and/or working from home so long as the City Manager determines that the needs of the City are adequately met.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES. Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business

without the prior written approval of the City Manager. Other non-employer connected business may include provision of planning consulting services provided such services are not performed in the City of Rio Dell or provided to individuals or organizations which have business interests in the City of Rio Dell.

SECTION 9. AUTOMOBILE. Employee's duties require that she/he shall have the use at all times during his/her employment with Employer an automobile to perform Employer's business. Employee's use of his/her private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the United States Internal Revenue Service. Subject to the provisions of the City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Employee shall maintain a valid driver's license and maintain insurable driving status as defined by City's insurance coverage. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

SECTION 10. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME. Employee will receive eighty (80) hours of executive leave each fiscal year. The taking of vacation and executive leave time shall be coordinated with and approved by the City Manager, who shall not unreasonably withhold their approval.

Employee may be paid any unused portion on the first pay period of December and/or the first pay period of June. Employee will accrue sick leave at 8.00 hours each calendar month actually worked by Employee, and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to Twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

SECTION 11. ACCRUED VACATION LEAVE. The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT

Employer agrees to reimburse the Employee such verifiable work related out-of-pocket expenses incurred by the Employee as approved by the City Manger. Employee shall submit an itemization schedule of his out-of-pocket expenses to the City Manager in writing in the form of a purchase order for payment. Employer also agrees to pay employee a monthly cell phone

allowance to ensure employee is contactable at all times. Employee must maintain cell phone service. The City's cell phone policy established by separate Resolution of the City Council is applicable in all regards for Employee.

SECTION 13. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT. Medical, Dental and Vision Insurance shall be provided for the Community Development Director as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 14. DEFERRED COMPENSATION. The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

SECTION 15. LIFE INSURANCE. A term life insurance policy in the amount of Seventy Five Thousand Dollars (\$75,000.00) shall be provided by the Employer for the Employee.

SECTION 16. AGREEMENT EFFECTIVE. This Employment Agreement shall become effective July 1, 2012 and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 17. INDEMNIFICATION. Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the performance of Employee's duties as Community Development Director. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any intentional acts, criminal acts or willful misconduct of Employee.

SECTION 18. BONDING. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 19. DUES AND SUBSCRIPTIONS. Employer agrees to budget and to pay for the professional dues and subscriptions of employee necessary to support growth, advancement and active communication for the good of the City. Employee shall distribute to and share with the City Manger written material and information distributed by the said associations.

SECTION 20. LICENSING AND TRAINING. Employer agrees to budget and pay for the professional licensing and continued education of Employee for training as necessary and approved by the City Manager.

SECTION 21. TRAVEL EXPENSES. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

SECTION 22. ATTORNEY'S FEES. Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

SECTION 23. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The City Manager may fix any such other terms and conditions of employment, not in conflict with City Ordinances, Rules or Policies, as he/she may determine from time to time, relating to the performance of Employee.

SECTION 24. NOTICES. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER
City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562

EMPLOYEE
Kevin Caldwell
P.O. box 614
Miranda, California 95553

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 25. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. This Agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

**CITY OF RIO DELL
FINANCE DIRECTOR
EMPLOYMENT AGREEMENT**

This Employment Agreement (this "Agreement") is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and **Stephanie Beauchaine**, hereinafter referred to as "Employee" or "Finance Director", both of whom understand as follows:

RECTIALS

A. WHEREAS, Employer desires to employ the services of said **Stephanie Beauchaine** as **Finance Director** of the City of Rio Dell; and

B. WHEREAS, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. WHEREAS, Employee desires to accept employment as the Finance Director of the said City;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES. Employer hereby agrees to employ **Stephanie Beauchaine** as **Finance Director** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the Finance Director shall from time to time be assigned.

SECTION 2. TERM. This Agreement shall remain in effect through June 30, 2014, unless Employee's term of employment is terminated earlier as provided in this Section 2 or Section 3 of this Agreement, or by the voluntary resignation of Employee. Should Employee elect to resign, Employee shall provide Employer with thirty (30) days written notice prior to resignation.

- a. **Termination from Employment; 90 Day Limitation on Termination and Severance Pay.** Except in the event of immediate termination for cause as a result of a conviction or a plea of no contest to a felony as stated in Section 2.b. of this Agreement, below, the Finance Director shall not be terminated from employment within the ninety (90) day period following the appointment of a new City Manager. The purpose of this provision is to allow any newly appointed City Manager to directly observe the actions and ability of the Finance Director in the performance of

the powers and duties of his/her office. In all other circumstances, the Finance Director can be terminated from employment **with or without cause and for any reason (or no reason at all)** following two (2) weeks written notice from the City Manager, and without notice under Section 2.b. of this Agreement. In the case of employment termination prior to expiration of this Agreement (i.e., prior to June 30, 2014) the Finance Director shall be entitled to receive severance in a lump sum and all unused vacation, and executive leave time, **as Employee's sole and exclusive remedy and right(s) to payment at employment termination.** "Severance" shall be paid according to the following schedule:

<u>Years of Continuous Service</u>	<u>Severance Pay</u>
0-1 year	2 months salary
1-2 years	3 months salary
2-3 years	4 months salary
3-4 years	5 months salary

b. **Severance Payment Exception.** Should the Finance Director be terminated for cause or as a result of a conviction or plea of no contest to a felony no severance pay will be provided upon employment termination. If the Finance Director voluntarily leaves employment with the City of Rio Dell or resigns, no severance pay will be provided upon separation.

SECTION 3. SUSPENSION OR REMOVAL. The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell at any time during the term of this Agreement pursuant to Section 2 above or to the provisions of any applicable City of Rio Dell Ordinances.

SECTION 4. DISABILITY. Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Manager, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Manager. Employer shall also pay to Employee a severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, or payment in lieu of notice. All benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY. Employer agrees to pay Employee for their services rendered an annual salary of Sixty Eight Thousand Eight Hundred Twenty Two Dollars (\$68,822) beginning July 1, 2012 through June 30, 2013, payable in installments at the same time as other employees of Employer are paid. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary shall be increased to Sixty Nine Thousand

Four Hundred Ninety Seven Dollars (\$69,497) and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased upon approval of the City Manager following a performance review by Two (2) percent above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary may be increased upon approval of the City Manager by an additional One (1) percent of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION. The City Manager shall review and evaluate the performance of the Employee not later than six (6), twelve (12) and twenty four (24) months from the effective date of this Agreement. From time to time as may mutually be deemed appropriate, the City Manager and Employee shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Department and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

SECTION 7. HOURS OF WORK. It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off. Employee acknowledges that the position of Wastewater Superintendent is an administrative level, supervisory position exempt from rights to overtime pay under California Wage and Hour law and regulations. Employer through the City Manager may accommodate a flexible schedule in the form of a modified work week and/or working from home so long as the City Manager determines that the needs of the City are adequately met.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES. Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

SECTION 9. AUTOMOBILE. Employee's duties require that she/he shall have the use at all times during his/her employment with Employer an automobile to perform Employer's business. Employee's use of his/her private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the United States Internal Revenue Service. Subject to the provisions of the City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Employee shall maintain a valid driver's license and maintain

insurable driving status as defined by City's insurance coverage. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

SECTION 10. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME.

Employee will receive eighty (80) hours of executive leave each fiscal year. The taking of vacation and executive leave time shall be coordinated with and approved by the City Manager, who shall not unreasonably withhold their approval.

Employee may be paid any unused portion on the first pay period of December and/or the first pay period of June. Employee will accrue sick leave at 8.00 hours each calendar month actually worked by Employee, and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to Twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

SECTION 11. ACCRUED VACATION LEAVE. The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT. Employer agrees to reimburse the Employee such verifiable work related out-of-pocket expenses incurred by the Employee as approved by the City Manger. Employee shall submit an itemization schedule of his out-of-pocket expenses to the City Manager in writing in the form of a purchase order for payment. Employer also agrees to pay employee a monthly cell phone allowance to ensure employee is contactable at all times. Employee must maintain cell phone service. The City's cell phone policy established by separate Resolution of the City Council is applicable in all regards for Employee.

SECTION 13. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT. Medical, Dental and Vision Insurance shall be provided for the Wastewater Superintendent as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period

for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 14. DEFERRED COMPENSATION. The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

SECTION 15. LIFE INSURANCE. A TERM LIFE INSURANCE POLICY IN THE AMOUNT OF Seventy Five Thousand Dollars (\$75,000.00) shall be provided by the Employer for the Employee.

SECTION 16. AGREEMENT EFFECTIVE. This Employment Agreement shall become effective July 1, 2012 and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 17. INDEMNIFICATION. Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the performance of Employee's duties as Wastewater Superintendent. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any intentional acts, criminal acts or willful misconduct of Employee.

SECTION 18. BONDING. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 19. DUES AND SUBSCRIPTIONS. Employer agrees to budget and to pay for the professional dues and subscriptions of employee necessary to support growth, advancement and active communication for the good of the City. Employee shall distribute to and share with the City Manager written material and information distributed by the said associations.

SECTION 20. LICENSING AND TRAINING. Employer agrees to budget and pay for the professional licensing and continued education of Employee for training as necessary and approved by the City Manager.

SECTION 21. TRAVEL EXPENSES. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

SECTION 22. ATTORNEY'S FEES. Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

SECTION 23. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The City Manager may fix any such other terms and conditions of employment, not in conflict with City Ordinances, Rules or Policies, as he/she may determine from time to time, relating to the performance of Employee.

SECTION 24. NOTICES. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER
City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562

EMPLOYEE
Stephanie Beauchaine
1228 Riverside Drive
Rio Dell, California 95561

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 25. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. This Agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement (including all Exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or amended except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.

**CITY OF RIO DELL
WASTEWATER SUPERINTENDENT
EMPLOYMENT AGREEMENT**

This Employment Agreement (this "Agreement") is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and **John R. Chicora Jr.**, hereinafter referred to as "Employee" or "Wastewater Superintendent", both of whom understand as follows:

RECTIALS

A. WHEREAS, Employer desires to employ the services of said **John Chicora** as **Wastewater Superintendent** of the City of Rio Dell; and

B. WHEREAS, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. WHEREAS, Employee desires to accept employment as the Wastewater Superintendent of the said City;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES. Employer hereby agrees to employ **John Chicora as Wastewater Superintendent** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the Wastewater Superintendent shall from time to time assign.

SECTION 2. TERM. This Agreement shall remain in effect through June 30, 2014, unless Employee's term of employment is terminated earlier as provided in this Section 2 or Section 3 of this Agreement, or by the voluntary resignation of Employee. Should Employee elect to resign, Employee shall provide Employer with thirty (30) days written notice prior to resignation.

- a. **Termination from Employment; 90 Day Limitation on Termination and Severance Pay.** Except in the event of immediate termination for cause as a result of a conviction or a plea of no contest to a felony as stated in Section 2.b. of this Agreement, below, the Wastewater Superintendent shall not be terminated from employment within the ninety (90) day period following the appointment of a new City Manager. The purpose of this provision is to allow any newly appointed City Manager to directly observe the actions and ability of the Wastewater Superintendent

in the performance of the powers and duties of his office. In all other circumstances, the Wastewater Superintendent can be terminated from employment **with or without cause and for any reason (or no reason at all)** following two (2) weeks written notice from the City Manager, and without notice under Section 2.b. of this Agreement. In the case of employment termination prior to expiration of this Agreement (i.e., prior to June 30, 2014) the Wastewater Superintendent shall be entitled to receive severance in a lump sum and all unused vacation, and executive leave time, **as Employee's sole and exclusive remedy and right(s) to payment at employment termination.** "Severance" shall be paid according to the following schedule:

<u>Years of Continuous Service</u>	<u>Severance Pay</u>
0-1 year	2 months salary
1-2 years	3 months salary
2-3 years	4 months salary
3-4 years	5 months salary

b. **Severance Payment Exception.** Should the Wastewater Superintendent be terminated for cause or as a result of a conviction or plea of no contest to a felony no severance pay will be provided upon employment termination. If the Wastewater Superintendent voluntarily leaves employment with the City of Rio Dell or resigns, no severance pay will be provided upon separation.

SECTION 3. SUSPENSION OR REMOVAL. The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell at any time during the term of this Agreement pursuant to Section 2 above or to the provisions of any applicable City of Rio Dell Ordinances.

SECTION 4. DISABILITY. Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Manager, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Manager. Employer shall also pay to Employee a severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, or payment in lieu of notice. All benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY. Employer agrees to pay Employee for their services rendered an annual salary of Fifty Two Thousand Two Hundred Sixty Dollars (\$52,260) beginning July 1, 2012 through June 30, 2013, payable in installments at the same time intervals as other employees of Employer are paid. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding

applicable for any full months during said year Employees salary shall be increased to Fifty Two Thousand Seven Hundred Seventy Two Dollars (\$52,772) and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Employer also agrees that Employee's annual salary beginning July 1, 2013 through June 30, 2014, shall be increased by two percent (2%) above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary shall be increased by an additional one percent (1%) of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION. The City Manager shall review and evaluate the performance of the Employee not later than twelve (12) and twenty four (24) months from the effective date of this Agreement. From time to time as may mutually be deemed appropriate, the City Manager and Employee shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Department and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

SECTION 7. HOURS OF WORK. It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off. Employee acknowledges that the position of Wastewater Superintendent is an administrative level, supervisory position exempt from rights to overtime pay under California Wage and Hour law and regulations.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES. Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

SECTION 9. AUTOMOBILE. Employee's duties require that she/he shall have the use at all times during her employment with Employer an automobile to perform Employer's business. Employee's use of his/her private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the United States Internal Revenue Service. Subject to the provisions of the City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Employee shall maintain a valid driver's license and maintain insurable driving status as defined by City's insurance coverage. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

SECTION 10. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME.

Employee will receive eighty (80) hours of executive leave each fiscal year. The taking of vacation and executive leave time shall be coordinated with and approved by the City Manager, who shall not unreasonably withhold their approval.

Employee may be paid any unused portion on the first pay period of December and/or the first pay period of June. Employee will accrue sick leave at 8.00 hours each calendar month actually worked by Employee, and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to Twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

SECTION 11. ACCRUED VACATION LEAVE. The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT. Employer agrees to pay a \$500.00 annual clothing allowance payable \$125.00 quarterly. Employer also agrees to pay employee a monthly cell phone allowance to ensure employee can be contacted at all times. Employee must maintain cell phone service. The City's cell phone policy established by separate Resolution of the City Council is applicable in all regards for Employee.

SECTION 13. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT. Medical, Dental and Vision Insurance shall be provided for the Wastewater Superintendent as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 14. DEFERRED COMPENSATION. The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay

an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

SECTION 15. LIFE INSURANCE. A TERM LIFE INSURANCE POLICY IN THE AMOUNT OF Fifty Thousand Dollars (\$50,000.00) shall be provided by the Employer for the Employee, with the Employee entitled to designate Employee's beneficiary.

SECTION 16. AGREEMENT EFFECTIVE. This Employment Agreement shall become effective July 1, 2012 and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 17. INDEMNIFICATION. Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the performance of Employee's duties as Wastewater Superintendent. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any intentional acts, criminal acts or willful misconduct of Employee.

SECTION 18. BONDING. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 19. DUES AND SUBSCRIPTIONS. Employer agrees to budget and to pay for the professional dues and subscriptions of employee necessary to support growth, advancement and active communication for the good of the City. Employee shall distribute to and share with the City Manger written material and information distributed by the said associations.

SECTION 20. LICENSING AND TRAINING. Employer agrees to budget and pay for the professional licensing and continued education of Employee for training as necessary and approved by the City Manager.

SECTION 21. TRAVEL EXPENSES. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

SECTION 22. ATTORNEY'S FEES. Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

SECTION 23. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The City Manager may fix any such other terms and conditions of employment, not in conflict with City Ordinances, Rules or Policies, as he/she may determine from time to time, relating to the performance of Employee.

SECTION 24. NOTICES. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER

**City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562**

EMPLOYEE

**John Chicora
1025 Riverside Drive
Rio Dell, California 95561**

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 25. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee
- C. This Agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement (including all Exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or amended except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.

**CITY OF RIO DELL
CITY CLERK
EMPLOYMENT AGREEMENT**

This Employment Agreement (this "Agreement") is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and **Karen Dunham**, hereinafter referred to as "Employee" or "**City Clerk**", both of whom understand as follows:

RECTIALS

A. WHEREAS, Employer desires to employ the services of said **Karen Dunham** as **City Clerk** of the City of Rio Dell; and

B. WHEREAS, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. WHEREAS, Employee desires to accept employment as the **City Clerk** of the said City;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES. Employer hereby agrees to employ **Karen Dunham** as **City Clerk** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the City Clerk shall from time to time be assigned.

SECTION 2. TERM. This Agreement shall remain in effect through June 30, 2014, unless Employee's term of employment is terminated earlier as provided in this Section 2 or Section 3 of this Agreement, or by the voluntary resignation of Employee. Should Employee elect to resign, Employee shall provide Employer with thirty (30) days written notice prior to resignation.

- a. **Termination from Employment; 90 Day Limitation on Termination and Severance Pay.** Except in the event of immediate termination for cause as a result of a conviction or a plea of no contest to a felony as stated in Section 2.b. of this Agreement, below, the City Clerk shall not be terminated from employment within the ninety (90) day period following the appointment of a new City Manager. The purpose of this provision is to allow any newly appointed City Manager to directly observe the actions and ability of the City Clerk in the performance of the powers and duties of his/her office. In all other circumstances, the City Clerk can be terminated

from employment **with or without cause and for any reason (or no reason at all)** following two (2) weeks written notice from the City Manager, and without notice under Section 2.b. of this Agreement. In the case of employment termination prior to expiration of this Agreement (i.e., prior to June 30, 2014) the City Clerk shall be entitled to receive severance in a lump sum and all unused vacation, and executive leave time, **as Employee's sole and exclusive remedy and right(s) to payment at employment termination.** "Severance" shall be paid according to the following schedule:

<u>Years of Continuous Service</u>	<u>Severance Pay</u>
0-1 year	2 months salary
1-2 years	3 months salary
2-3 years	4 months salary
3-4 years	5 months salary

b. **Severance Payment Exception.** Should the City Clerk be terminated for cause or as a result of a conviction or plea of no contest to a felony no severance pay will be provided upon employment termination. If the City Clerk voluntarily leaves employment with the City of Rio Dell or resigns, no severance pay will be provided upon separation.

SECTION 3. SUSPENSION OR REMOVAL. The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell at any time during the term of this Agreement pursuant to Section 2 above or to the provisions of any applicable City of Rio Dell Ordinances.

SECTION 4. DISABILITY. Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Manager, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Manager. Employer shall also pay to Employee a severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, or payment in lieu of notice. All benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY. Employer agrees to pay Employee for their services rendered an annual salary of Fifty Six Thousand Three Hundred Fifty Eight Dollars (\$56,358) beginning July 1, 2012 through June 30, 2013, payable in installments at the same time as other employees of Employer are paid. Subject to the approval of the City Manager after a performance evaluation to be conducted in December of 2012 and provided the City receives at least \$30,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for the period January 1, 2013 to June 30, 2013 the Employee's salary shall be increased up to Fifty Six Thousand Nine Hundred Eleven Dollars (\$56,911).

Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased upon approval of the City Manager following a performance review by Two (2) percent above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary may be increased upon approval of the City Manager by an additional One (1) percent of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION. The City Manager shall review and evaluate the performance of the Employee not later than twelve (12) and twenty four (24) months from the effective date of this Agreement. From time to time as may mutually be deemed appropriate, the City Manager and Employee shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Department and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

SECTION 7. HOURS OF WORK. It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off. Employee acknowledges that the position of City Clerk is an administrative level, supervisorial position exempt from rights to overtime pay under California Wage and Hour law and regulations.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES. Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

SECTION 9. AUTOMOBILE. Employee's duties require that she/he shall have the use at all times during his/her employment with Employer an automobile to perform Employer's business. Employee's use of his/her private vehicle for City business shall be reimbursed to Employee at the current standard mileage rate as published by the United States Internal Revenue Service. Subject to the provisions of the City's separate Travel and Reimbursement Resolution, Employee shall be responsible for paying for all gas, maintenance, and repair of said automobile. Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance on said automobile. Employee shall maintain a valid driver's license and maintain insurable driving status as defined by City's insurance coverage. Employee shall provide employer with a Department of Motor Vehicle H-6 report annually to verify minimum driving standards.

SECTION 10. VACATION, SICK LEAVE, HOLIDAYS, AND EXECUTIVE TIME.

Employee will receive forty (40) hours of executive leave each fiscal year. The taking of vacation and executive leave time shall be coordinated with and approved by the City Manager, who shall not unreasonably withhold their approval.

Employee may be paid any unused portion on the first pay period of December and/or the first pay period of June. Employee will accrue sick leave at 8.00 hours each calendar month actually worked by Employee and vacation time as follows:

<u>Years of Continuous Service</u>	<u>Hours per Year</u>
One to three (1-3)	80 hours
Four to ten (4-10)	120 hours
Eleven to fifteen (11-15)	160 hours
Sixteen to Twenty (16-20)	200 hours

Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

SECTION 11. ACCRUED VACATION LEAVE. The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT. Medical, Dental and Vision Insurance shall be provided for the Wastewater Superintendent as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 13. DEFERRED COMPENSATION. The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

SECTION 14. LIFE INSURANCE. A TERM LIFE INSURANCE POLICY IN THE AMOUNT OF Fifty Thousand Dollars (\$50,000.00) shall be provided by the Employer for the Employee, with the Employee entitled to designate Employee's beneficiary.

SECTION 15. AGREEMENT EFFECTIVE. This Employment Agreement shall become effective July 1, 2012 and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 16. INDEMNIFICATION. Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the performance of Employee's duties as City Clerk. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any intentional acts, criminal acts or willful misconduct of Employee.

SECTION 17. BONDING. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 18. DUES AND SUBSCRIPTIONS. Employer agrees to budget and to pay for the professional dues and subscriptions of employee necessary to support growth, advancement and active communication for the good of the City. Employee shall distribute to and share with the City Manger written material and information distributed by the said associations.

SECTION 19. LICENSING AND TRAINING. Employer agrees to budget and pay for the professional licensing and continued education of Employee for training as necessary and approved by the City Manager.

SECTION 20. TRAVEL EXPENSES. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for official and professional travel of Employee while on City Business, provided that the City Manager has first approved and authorized said travel and training expenses.

SECTION 21. ATTORNEY'S FEES. Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

SECTION 22. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The City Manager may fix any such other terms and conditions of employment, not in conflict with City Ordinances, Rules or Policies, as he/she may determine from time to time, relating to the performance of Employee.

SECTION 23. NOTICES. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER
City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562

EMPLOYEE
Karen Dunham
136 Ogle Avenue
Rio Dell, California 95561

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 24. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee
- C. This Agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement (including all Exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or amended except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.

IN WITNESS WHEREOF, the City of Rio Dell has caused this Agreement to be signed and executed in its behalf by its City Manager, and the Employee has signed and executed this Agreement, both in duplicate.

EMPLOYEE

EMPLOYER

Karen Dunham
City Clerk

Date

Ron Henrickson
City Manager

Date

Approved as to form:

Russ Gans, City Attorney

Date

**CITY OF RIO DELL
WATER AND ROADWAYS SUPERINTENDENT
EMPLOYMENT AGREEMENT**

This Employment Agreement (this "Agreement") is made and entered by and between the **CITY OF RIO DELL**, a municipal corporation of the State of California, hereinafter referred as the "Employer" and **Randy Jensen**, hereinafter referred to as "Employee" or "**Water and Roadways Superintendent**", both of whom understand as follows:

RECTIALS

A. **WHEREAS**, Employer desires to employ the services of said **Randy Jensen** as **Water and Roadways Superintendent** of the City of Rio Dell; and

B. **WHEREAS**, it is the desire of the **EMPLOYER**, to provide certain benefits, establish certain conditions of employment, and set working conditions of said Employee; and

C. **WHEREAS**, Employee desires to accept employment as the **Water and Roadways Superintendent** of the said City;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES. Employer hereby agrees to employ **Randy Jensen as Water and Roadways Superintendent** of said Employer to perform the functions and duties specified in the Ordinances of said City, pursuant to California Government Code section 36506, and to perform other legally permissible and proper duties and functions as the Wastewater Superintendent shall from time to time be assigned.

SECTION 2. TERM. This Agreement shall remain in effect through June 30, 2014, unless Employee's term of employment is terminated earlier as provided in this Section 2 or Section 3 of this Agreement, or by the voluntary resignation of Employee. Should Employee elect to resign, Employee shall provide Employer with thirty (30) days written notice prior to resignation.

- a. **Termination from Employment; 90 Day Limitation on Termination and Severance Pay.** Except in the event of immediate termination for cause as a result of a conviction or a plea of no contest to a felony as stated in Section 2.b. of this Agreement, below, the Water and Roadways Superintendent shall not be terminated from employment within the ninety (90) day period following the appointment of a new City Manager. The purpose of this provision is to allow any newly appointed City Manager to directly observe the actions and ability of the Water and Roadways

Superintendent in the performance of the powers and duties of his office. In all other circumstances, the Water and Roadways Superintendant can be terminated from employment **with or without cause and for any reason (or no reason at all)** following two (2) weeks written notice from the City Manager, and without notice under Section 2.b. of this Agreement. In the case of employment termination prior to expiration of this Agreement (i.e., prior to June 30, 2014) the Water and Roadways Superintendent shall be entitled to receive severance in a lump sum and all unused vacation, and executive leave time, **as Employee's sole and exclusive remedy and right(s) to payment at employment termination.** "Severance" shall be paid according to the following schedule:

<u>Years of Continuous Service</u>	<u>Severance Pay</u>
0-1 year	2 months salary
1-2 years	3 months salary
2-3 years	4 months salary
3-4 years	5 months salary

b. **Severance Payment Exception.** Should the Water and Roadways Superintendent be terminated for cause or as a result of a conviction or plea of no contest to a felony no severance pay will be provided upon employment termination. If the Water and Roadways Superintendent voluntarily leaves employment with the City of Rio Dell or resigns, no severance pay will be provided upon separation.

SECTION 3. SUSPENSION OR REMOVAL. The Employee may be suspended, removed, or dismissed from the service of the City of Rio Dell at any time during the term of this Agreement pursuant to Section 2 above or to the provisions of any applicable City of Rio Dell Ordinances.

SECTION 4. DISABILITY. Employer may terminate Employee's employment if Employee suffers a disability that renders Employee unable, as determined in good faith by the City Manager, to perform the essential functions of the position, even with reasonable accommodation, for four months (twelve weeks) in any 12-month period. If Employee's employment is terminated under this Section 4, Employee shall be compensated for all accrued obligations through the termination date, which for purposes of this section shall be a date specified by the City Manager. Employer shall also pay to Employee a severance pay as set forth in Section 2 above. After the termination date, Employer shall not pay to Employee any other compensation or payment of any kind, or severance, or payment in lieu of notice. All benefits provided by Employer to Employee under this Agreement or otherwise shall cease on the Termination Date.

SECTION 5. SALARY. Employer agrees to pay Employee for their services rendered an annual salary of Fifty Eight Thousand Seven Hundred Ninety Two Dollars (\$58,792) beginning July 1, 2012 through June 30, 2013, payable in installments at the same time as other employees of Employer are paid. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for

any full months during said year Employees salary shall be increased to Fifty Nine Thousand Three Hundred Sixty Eight Dollars (\$59,368) and will be paid retroactively if funding is received after July 1, 2012, but applicable for prior full months.

Employer also agrees that Employees annual salary beginning July 1, 2013 through June 30, 2014, may be increased upon approval of the City Manager following a performance review by Two (2) percent above that payable on June 30, 2013. If the City receives at least \$60,000 in Citizens Option for Public Safety/Supplemental Law Enforcement Services Funding (COPS/SLESF) funding applicable for any full months during said year Employees salary may be increased upon approval of the City Manager by an additional One (1) percent of salary payable on June 30, 2013, and will be paid retroactively if funding is received after July 1, 2013, but applicable for prior full months.

SECTION 6. PERFORMANCE EVALUATION. The City Manager shall review and evaluate the performance of the Employee not later than twelve (12) and twenty four (24) months from the effective date of this Agreement. From time to time as may mutually be deemed appropriate, the City Manager and Employee shall define such goals and performance objectives in writing which are determined necessary for the proper operation of the Department and City. Such goals and performance objectives shall be considered as part of the annual performance review of Employee.

SECTION 7. HOURS OF WORK. It is recognized that Employee may be expected to work in excess of eighty (80) hours per pay period at the direction of the City Manager. Employee shall receive no overtime pay or compensatory time off. Employee acknowledges that the position of Water and Roadways Superintendent is an administrative level, supervisorial position exempt from rights to overtime pay under California Wage and Hour law and regulations.

SECTION 8. OTHER EMPLOYERS OR OUTSIDE ACTIVITIES. Employee agrees to remain in the exclusive employ of Employer and not to become employed by any other employer in other employment until termination of the employment relationship. The term "other employment" shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Employees time off. Employees shall not spend more than four (4) hours per week in teaching, counseling, or other non-employer connected business without the prior written approval of the City Manager.

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Employee shall also be entitled to the same paid holidays as the Rio Dell Employees' Association.

SECTION 11. ACCRUED VACATION LEAVE. The amount of vacation time allowed to be accrued at the end of any pay period shall not exceed the annual amount of vacation time for the year of service up to a maximum of 120 hours. Upon reaching the applicable vacation accrual maximum (i.e., 120 hours), the employee will not accumulate additional vacation time until such time that the employee's accrued leave is below the applicable vacation accrual maximum.

SECTION 12. WORK RELATED EXPENSES REIMBURSEMENT. Employer agrees to pay a \$500.00 annual clothing allowance payable \$125.00 quarterly. Employer also agrees to pay employee a monthly cell phone allowance to ensure employee can be contacted at all times. Employee must maintain cell phone service. The City's cell phone policy established by separate Resolution of the City Council is applicable in all regards for Employee.

SECTION 13. MEDICAL AND DENTAL INSURANCE REIMBURSEMENT. Medical, Dental and Vision Insurance shall be provided for the Water and Roadways Superintendent as the City provides for other management positions. The contribution amount by the City shall be 100% of the premium costs for these benefits for the employee and 70% of the total premium costs for employee's dependents, depending on their age and status as a student as provided in the plan document. Should the City choose alternative medical coverage during the effective period of this Agreement, that alternative insurance shall be of equal or greater comprehensive coverage, than which is currently in place. Employees may elect to substitute compensation for health, dental, and vision insurance coverage. The level of compensation shall be \$125 per pay period for all health, vision and dental coverage, collectively. Proof of health insurance must be provided to employer.

SECTION 14. DEFERRED COMPENSATION. The Employer does not yet participate in and is not a party to the Public Employees Retirement System of the State of California. The Employer participates in a deferred Compensation Plan. The Employer shall contribute and pay an amount equal to twelve percent (12%) of the Employee's salary to the Deferred Compensation Plan to the extent accrued proportional to the amount of time worked during any given year.

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SECTION 16. AGREEMENT EFFECTIVE. This Employment Agreement shall become effective July 1, 2012 and shall remain in effect through June 30, 2014, subject to potential early termination under Sections 2 and 3 of this Agreement and changes pursuant to amendments or adjustments made at mutually agreed upon times throughout Employee's term of employment with Employer.

SECTION 17. INDEMNIFICATION. Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the performance of Employee's duties as Wastewater Superintendent. Employer's indemnity obligation shall not apply to any claims or liabilities, of any type or nature, arising out of any intentional acts, criminal acts or willful misconduct of Employee.

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SECTION 22. ATTORNEY'S FEES. Should any litigation be commenced between the parties to this Agreement or the rights and duties of either relationship thereto, the prevailing party in such litigation shall be entitled in addition to such other relief as may be granted, to reasonable sum as and for attorney's fees which shall be determined by the court.

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SECTION 24. NOTICES. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER
City of Rio Dell
Rio Dell City Hall
675 Wildwood Ave
Rio Dell, California 95562

EMPLOYEE
Randy Jensen
3230 Tami Court
Fortuna, California 95540

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written in the course of transmission in the United States Postal Service.

SECTION 25. GENERAL PROVISIONS

- A. The text herein shall constitute the Agreement between parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. This Agreement shall become effective commencing immediately, subject to Section 17 above.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- E. This Agreement (including all Exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or amended except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.

*675 Wildwood Avenue
Rio Dell, CA 95562*



TO: Mayor and Members of the City Council
THROUGH: Ron Henrickson, City Manager
FROM: Stephanie Beauchaine, Finance Director
DATE: May 29, 2012
SUBJECT: Draft Operating Budget

RECOMMENDATION

Receive and File

BUDGETARY IMPACT

The Revised Operating Budget provides for an operating surplus in the amount of \$172,301

BACKGROUND AND DISCUSSION

Attached please find a copy of the Revised Operating Budget Summary for Fiscal-Year 2012-2013. As proposed, the current budget provides for a surplus of funds in the amount of \$172,301, which is proposed to be used for capital purchases to be discussed at a later date. All of the changes requested have been incorporated. However this is a working draft and additional changes may be made.

Any detailed questions requiring research are encouraged to be asked prior to the meeting so we are able to address any and all concerns.

Budget adoption is scheduled for June 5, 2012.